



Kenya Leather Development Council

PRE-QUALIFICATION AND REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2021-2022 AND 2022-2023

KLDC/PROC/052/2020-2021

**P.O. Box 14480 - 00800, CPA Centre, 5th Floor, opp.
Survey, Thika Road - Nairobi,**

Tel: +254 (704)617705

E-mail: info@leathercouncil.go.ke

Website: www.leathercouncil.go.ke

Category No.....

Category description.....

Closing date 25th May 2021

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PRE-QUALIFICATION NOTICE

Interested and competent firms with skills and resources are invited to apply for prequalification to supply goods, works and services to Kenya Leather Development Council (KLDC) for the years **2021-2022 and 2022-2023** in the categories shown below. Prequalification documents may be downloaded from the Councils website: www.leathercouncil.go.ke

Bidders who download the prequalification documents should immediately forward their particulars to email address procurement@leathercouncil.go.ke for any correspondence and/or addenda

1. CODE NO. – KLDC/GP/2021-2023 CATEGORY - GENERAL PROCUREMENT		
Item No.	ITEM DESCRIPTION	ELIGIBILITY
GP/001/2021-2023	Supply and delivery of general office stationery, printed/branded office stationery	Open
GP/002/2021-2023	Printing of brochures, banners, teardrops, charters, business plan, strategic plan, business and staff cards, and annual reports	Reserved
GP/003/2021-2023	Supply, delivery and installation of computer Hardware, Software, laptops, iPad, Servers, Ups, Printers, networking devices, CCTV and related accessories	Open
GP/004/2021-2023	Supply and delivery of toners, cartridges, maintenance ink box and ICT consumables etc.	Open
GP/005/2021-2023	Supply and delivery of motor vehicle tyres, tubes, seat covers, tints and batteries	Open
GP/006/2021-2023	Supply and delivery of general office equipment, office furniture and fittings, safes, carpets, upholstery, curtains and blinds	Open
GP/007/2021-2023	Supply and delivery of pre-paid calling cards	Reserved
GP/008/2021-2023	Supply and delivery of branded T-shirts, shirts, caps, jumpers and other related materials	Reserved
GP/009/2021-2023	Supply and delivery of cleaning materials, soaps, detergents, disinfectants and toiletries.	Reserved
GP/010/2021-2023	Supply and delivery of newspapers, magazines, periodicals and publication	Reserved
GP/011/2021-2023	Supply and delivery of kitchen items i.e., cookers, fridges and cutlery	Reserved
GP/012/2021-2023	Supply and delivery of staff uniforms, protective clothing, gumboots and safety shoes	Open
GP/013/2021-2023	Supply and delivery of personal protective equipment's, surgicals and medical supplies e.g., Face masks, sanitizers, shields, gloves, first aid equipment's etc	Open
GP/014/2021-2023	Supply and delivery of footwear and leather goods, equipment, tools, machinery, tannery chemicals and leather goods production accessories	Open

2. CODE NO. – KLDC/GS/2021-2023 CATEGORY - GENERAL SERVICE		
Item No.	ITEM DESCRIPTION	
GS/001/2021-2023	Provision of Air travel and ticketing services both local and international travel (IATA registered firms only)	Open
GS/002/2021-2023	Provision of legal services	Open
GS/003/2021-2023	Provision of internet services	Open
GS/004/2021-2023	Provision of Civil Engineering works, building, water and road works. (Must be registered with NCA)	Open
GS/005/2021-2023	Provision of security services	Open
GS/006/2021-2023	Provision of photography and video coverage, video editing and production of documentaries and infomercials	Reserved
GS/007/2021-2023	Provision of medical insurance cover	Open
GS/008/2021-2023	Provision of motor vehicle insurance cover	Open
GS/009/2021-2023	Provision of hospitality, meeting venue and catering services	Open
GS/010/2021-2023	Provision of sanitary services	Reserved
GS/011/2021-2023	Provision of fumigation, pest control services, upholstery and carpet cleaning services	Open
GS/012/2021-2023	Provision of website hosting and maintenance services	Open
GS/013/2021-2023	Hiring of tents, tables, seats, draping and other accessories	Open
GS/014/2021-2023	Provision of conference and meeting services	Open
GS/015/2021-2023	Provision of asset tagging and office branding services	Open
GS/016/2021-2023	Provision of laboratory testing services	Open
GS/017/2021-2023	Provision of language translation services (English/Kiswahili)	Open
GS/018/2021-2023	Provision of asset valuation services	Open
GS/019/2021-2023	Provision of transport, car hire and taxi services	Open

3. CODE NO. – KLDC/CS/2021-2023 CATEGORY – CONSULTANCY SERVICES		
Item No.	ITEM DESCRIPTION	ELIGIBILITY
CS/001/2021-2023	Provision of ICT consultancy and training services	Open
CS/002/2021-2023	Consultants for strategic planning and business planning	Open
CS/003/2021-2023	Provision of consultancies on quality management systems	Open
CS/004/2021-2023	Provision of consultancy services in management, human resources training and capacity building	Open
CS/005/2021-2023	Provision of human resources recruitment and selection services	Open

4. CODE NO. – KLDC/MS/2021-2023 CATEGORY - MAINTENANCE SERVICES		
Item No.	ITEM DESCRIPTION	ELIGIBILITY
MS/001/2021-2023	Servicing and configuration of voice gateway, IPBX, Switch, Router, Servers, networking devices, network ports, & switches, printers, copiers, and PCs etc.	Open

MS/002/2021-2023	Provision of repair and maintenance of footwear and leather goods machines and equipment e.g., Skiving machines, Sole making machines, Toe lasting machines, Back part forming machines, Tensile strength testing machines, Leather sewing machines etc.	Open
MS/003/2021-2023	Service of fire extinguishers, fire detectors etc.	Open
MS/004/2021-2023	Provision of plumbing, carpentry and electrical repair services	Open
MS/005/2021-2023	Service and maintenance of Air conditioners, water dispensers, fridges etc	Open
MS/006/2021-2023	Provision of repairs, refurbishment and maintenance of buildings, small works contractors and civil works	Open
MS/007/2021-2023	Service and repair of motor vehicles-Approved garages	Open
MS/008/2021-2023	Repair and maintenance of office furniture and fittings	Open

Completed prequalification documents in plain sealed envelopes clearly marked with relevant category should be delivered or posted to the following address: -

**THE CHIEF EXECUTIVE OFFICER,
KENYA LEATHER DEVELOPMENT COUNCIL,
P.O.BOX 14480-00800,
NAIROBI.**

Or

Dropped in the Tender Box, located at the Kenya Leather Development Council Offices, CPA Centre, 5th floor, Opp. Survey, Thika Road, Nairobi to be received on or before Tuesday **25th May, 2021** at **11.00am East African time.**

Applications will be opened immediately thereafter, at Kenya Leather Development Council Boardroom

FOR: CHIEF EXECUTIVE OFFICER

PRE-QUALIFICATION/REGISTRATION INSTRUCTIONS

1.1 Introduction

The Kenya Leather Development Council (KLDC) invites tenders from eligible suppliers and firms for prequalification for supply, delivery and provision of goods, works and services as per the specified categories.

1.2 Pre-qualification/Registrations Objective

The main objective is to shortlist firms to supply and deliver assorted items and also provide services and minor works under specific bids to the **KENYA LEATHER DEVELOPMENT COUNCIL** on an “**as and when required**” basis during the period ending 30th June, 2023

1.3 Invitation of Pre-qualification/Registration

Firms registered under the Laws of Kenya in respective categories are invited to submit their pre-qualification documents and key firms details to **THE CHIEF EXECUTIVE OFFICER, KENYA LEATHER DEVELOPMENT COUNCIL** for Pre-qualification/Registration.

1.4 Experience

Prospective suppliers and contractors must demonstrate their capability and experience by attaching relevant contracts/awards/ recommendations etc where applicable. The youth, women, Disabled and other disadvantaged groups/Enterprises should demonstrate their capability by attaching valid AGPO /Affirmative category certificates.

1.5 Pre-qualification/Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for Pre-qualification/Registration, prospective suppliers **MUST** submit all the information herein requested.

1.8 Questions Arising from Documents

Questions that may arise from the Pre-qualification tender documents should be directed to The Chief Executive Officer, Kenya Leather Development Council through: **procurement@leathercouncil.go.ke** and be received atleast seven (7) days before closure of the tender. The procurement entity shall respond at least three (3) days to the date of tender submission.

1.9 Additional Information

The Kenya Leather Development Council reserves the right to request submission of additional information from prospective bidders.

1.10 Invitations to bids

Request for bids will be made available only to those bidders whose qualifications are accepted by Kenya Leather Development Council after scoring more than **70%** points in the criteria that will be used for pre-qualification process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Chief Executive Officer/Accounting Officer. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

The Council maintains a thirty (30) days credit policy for all local purchases or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified to participate in tenders/quotations for the specific items.

3.1.1 The Registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in 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 Kenya Leather Development Council in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will be considered qualified if in the judgment of the Kenya Leather Development Council, 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/Registration

3.3.1 (a) Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. They should also show competence, willingness and capacity to service the contracts. This should be referenced by attachment of relevant contracts/Lpo/Lso/completion certificates, Bank statements etc.

(b) Prospective supplier should demonstrate logistical support and capability to organize supply and delivery of items, or services at short notice.

(c) The Kenya Leather Development Council shall allocate at least thirty percent (30%) of its procurement expenditure to the Youth, Women and Disadvantaged groups/Enterprises

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The applicant's financial status will be determined by latest audited financial statements submitted with the pre-qualification documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the quantity of serviced orders on contracts and now in progress. Data to be filled/provided on Form PQ-4 However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6

3.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/ Kenya Leather Development Council could substantially change the performance and qualification of the bidder or his ability to perform but not limited to bankruptcy, change in ownership or new commitments, the Kenya Leather Development Council reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must have a fixed Business Premises and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate

3.7 Pre-qualification/Registration Criteria

Required Information	Form Type	Points Score
1. Pre-qualification/Registration Documentation	PQ-1	20
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	15
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	20
7. Litigation History	PQ-7	10
8. Sworn statement	PQ-8	5
TOTAL		100

3.8 The qualification pass mark is 70 points and above.

NB: The youth, women and other disadvantaged groups owned enterprises may be exempted from some of the above-mentioned requirements.

FORM PQ-1 MANDATORY REGISTRATION DOCUMENTATION

All firms must provide: -

1. Copies of Certificate of Registration/Incorporation.
2. Copy of VAT Registration Certificate.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copies of Pin Certificate of Firm/Company/Individual.
5. Access to Government Procurement Opportunity (AGPO) Certificate for Youth, Women and People with Disabilities (Valid)
6. Duly filled, signed and stamped Confidential Business Questionnaire
7. Copy of CR12
- 8. Beneficial ownership certificate/details**

Without these documents, the supplier will be automatically disqualified thus no further evaluation of your application

(20 POINTS)

FORM PQ-2 : PRE-QUALIFICATION/REGISTRATION DATA

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS APPLICATION FORM

I/ We hereby apply for registration as supplier(s)
(Name of Company/Firm)

of
(Item Description)

.....
(Category No.)

Post Office Address

Town

Street

Name of building

Room/Office No. Floor No.

Telephone Nos.

Full Name of applicant

Other branches location

(Points 10)

2. Organization & Business Information

- Management Personnel
- President (Chief Executive)
- Secretary
- General Manager
- Treasurer
- Other

Partnership (if applicable)

Names of Partners

- 3. Business founded or incorporated
- 4. Under present management since
- 5. Net worth equivalent Kshs.
- 6. Bank reference and address
- 7. Bonding company reference and address
- 8. Enclose copy of organization chart of the firm indicating the main fields of activities
- 9. State any technological innovations or specific attributes which distinguish you from your competitors
- 10. Indicate terms of trade/sale (10 Points)

PQ-3 : SUPERVISORY PERSONNEL

It shall include specific positions essential to contract implementation. The applicants shall provide the names of personnel qualified to meet the specified requirements stated for each role in the firm

Provide a list of your key supervisory personnel and in particular:

Name

Age

Sex

Position/Job title

Academic Qualification

.....

.....

Professional Qualification

.....

.....

Other Skills.....

Length of service with Contractor or Supplier position held

(Attach copies of certificates/CVs of key personnel in the organization)

(10 Points)

PQ-4 : FINANCIAL POSITION AND TERMS OF TRADE

The applicant shall demonstrate that it has access to, or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide audited accounts/letters of credit/letters from applicant's banker(s))

- (1) Attach a copy of firm's certified financial statement giving summary of assets and current liabilities/or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier's credit position.

(15 Points)

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I 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

<p><i>Part I- General:</i></p> <p>Business Name</p> <p>.....</p> <p>Location of business premises.....</p> <p>Plot No.</p> <p>Street/Road.....</p> <p>Postal Address..... Tel. No.....</p> <p>Nature of business.....</p> <p>Current Trade Licence No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time: Kshs.....</p> <p>Name of your bankers.....Branch</p>	
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<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full.....</p> <p>Age.....</p> <p>Nationality.....Country of origin.....</p>
<input type="checkbox"/>	<p>*Citizenship details.....</p>

<input type="checkbox"/>	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 30%; text-align: center;"><i>Name</i></th> <th style="width: 20%; text-align: center;"><i>Nationality</i></th> <th style="width: 20%; text-align: center;"><i>Citizenship Details</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Shares</i></td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>																										
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	<p>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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 30%; text-align: center;"><i>Name</i></th> <th style="width: 20%; text-align: center;"><i>Nationality</i></th> <th style="width: 20%; text-align: center;"><i>Citizenship Details</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Shares</td> <td colspan="3"></td> </tr> <tr> <td style="text-align: center;">1.</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td style="text-align: center;">5.</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	Shares				1.			2.			3.			4.			5.		
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<p>Date Signature of Candidate.....</p>																																																					

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration. (10 Marks)

FORM PQ-6 : PAST EXPERIENCE

Prospective applicant should show competence, willingness and Capacity to service a contract. Attach proof of past performance or letters of reference from past customers

NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)
(Attach documentary evidence of existence of contract)

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)
(Attach documentary evidence of existence of contract)

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)
(Attach documentary evidence of existence of contract)

4. Name of 4th Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)

(Attach documentary evidence of existence of contract)

Others

(20 Points)

FORM PQ-7 : LITIGATION HISTORY

The applicant should provide accurate information on any history of litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application

Name of Contract

.....

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

(10 Points)

FORM PQ-8 : SWORN STATEMENT

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. 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 on the basis of provisions in the tender or quotation documents to follow.
- c. Incase the legal, technical or financial status of our firm changes during the pendency of the prequalification, we shall inform the Kenya Leather Development Council to review the prequalification status.
- d. We have enclosed all the required documents and information required for the Registration.
- e. We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un-knowingly relies on it to Pre-qualify our Firm/Company. We are aware that the Kenya Leather Development Council is at liberty to Institute legal proceedings as stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations 2020 and all Laws of Kenya.

Date

Applicant's Name

Represented by

Signature

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

(5 POINTS)