



**PREQUALIFICATION OF SUPPLIERS FOR  
SUPPLY OF GOODS & SERVICES FOR THE  
YEAR 2022-2023**

**February 2022**

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## 1. PRE-QUALIFICATION INSTRUCTIONS

### 1.1 Introduction

Public Relations Society of Kenya (PRSK) intends to undertake an update of its register of suppliers for various goods and services for the Financial Years 2022-2023. Interested and eligible suppliers are invited to apply for pre-qualification, indicating the category of goods and services as they wish to supply. Existing suppliers who wish to be retained must also re-apply and submit information requested in the pre-qualification document.

**TENDER NAME: PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS & SERVICES FOR THE YEAR 2022-2023**

No.	CATEGORY	ITEM DESCRIPTION
	<b>A</b>	<b>Supply of General Goods/Services</b>
1	PRSK/PQ/01/2022-2023	Design and production of materials e.g. printed stationery, notebooks, folders, banners, promotional materials, etc.
2	PRSK/PQ/02/2022-2023	Supply and delivery of general office stationeries e.g. printing paper, toner cartridges, etc.
3	PRSK/PQ/03/2022-2023	Supply of computers, laptops, computer software, printers and hardware equipment
4	PRSK/PQ/04/2022-2023	Supply of office furniture
	<b>B</b>	<b>Provision of Services</b>
5	PRSK/PQ/05/2022-2023	Provision of air ticketing and other travel agency services
6	PRSK/PQ/06/2022-2023	Provision of courier services
7	PRSK/PQ/07/2022-2023	Hotel services and/or conference facilities
8	PRSK/PQ/08/2022-2023	Provision of photography and videography services
9	PRSK/PQ/09/2022-2023	Provision of event management services e.g. PA system, plasma screens, décor, entertainment, etc.
10	PRSK/PQ/10/2022-2023	Provision of transport and taxi services
11	PRSK/PQ/11/2022-2023	Provision of website upgrade and management services
12	PRSK/PQ/12/2022-2023	Provision of legal services
13	PRSK/PQ/13/2022-2023	Provision of tagging services for assets
14	PRSK/PQ/14/2022-2023	Provision of IT services
15	PRSK/PQ/15/2022-2023	Provision of graphic design and artworks
16	PRSK/PQ/16/2022-2023	Repair, servicing and maintenance of computers, laptops, photocopier and office furniture

Complete pre-qualification documents should be enclosed in plain sealed envelopes, clearly marked with the relevant reference number and tender description and addressed to:

**The Chief Executive Officer  
Public Relations Society of Kenya  
P.O. Box 43098-00100  
Liaison House, State House Avenue**

The duly completed tender documents should be delivered to Liaison House, State House Avenue, Annex 3, Nairobi so as to be received on or before **8<sup>th</sup> March 2022 at 12.00pm**. Tenders shall be opened soon after at the above address in the presence of bidders in attendance or their authorized representatives.

### **1.1 Pre-qualification Objective**

The main objective of prequalification is to maintain a register of suppliers and service providers to PRSK on as and when required basis through quotations for the Financial Year 2022 to 2023.

### **1.2 Registration of Suppliers/Service Providers**

PRSK will only register those suppliers/service providers who meet the criteria as spelt out in this document.

### **1.3 Invitation of Pre-qualification**

Suppliers/service providers registered with the Registrar of Companies under the Laws of Kenya in respect to merchandise or services are invited to submit the pre-qualification documents to the President, PRSK in order to be pre-qualified for submission of quotations. The prospective suppliers/service providers must provide mandatory information for pre-qualification.

### **1.4 Experience**

Prospective suppliers/service providers must have undertaken successful supply and delivery of similar items/services. Potential suppliers/service providers must demonstrate willingness and commitment to meet pre-qualification criteria.

### **1.5 Pre-qualification Documents**

This document includes questionnaire forms and documents required of prospective suppliers/service providers. In order to be considered for pre-qualification suppliers/service providers must provide all information herein requested.

### **1.6 Distribution of Pre-qualification Document**

A copy of the completed pre-qualification data and other required information shall be submitted to reach the address below **at 12.00 noon on 8<sup>th</sup> March 2022**.

**The Chief Executive Officer  
Public Relations Society of Kenya  
P.O. Box 43098-00100  
Liaison House, State House Avenue**

**1.7 Additional Information**

Public Relations Society of Kenya reserves the right to request submission of additional information from prospective bidders.

**1.8** Request for Proposals/Quotations will be made available only to those bidders whose qualifications are accepted by Public Relations Society of Kenya after scoring more than 70 points on completion of the pre-qualification evaluation process.

**2. BRIEF CONTRACT REGULATIONS**

**2.1 Contract Price**

The contract shall be of unit price type or cumulative unit price and quantities required. Quantities may increase or decrease as determined by demand.

**2.2 Payments**

All purchases shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

**3. PRE-QUALIFICATION AND 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 are to be completed by prospective suppliers/service providers who wish to be pre-qualified for submission of quotations for the specific tender.

**3.1.1** Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English.

**3.2 Qualification**

**3.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is used by Public Relations Society of Kenya 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 not be considered qualified unless in the judgement of Public Relations Society of Kenya, they possess capability, experience, availability and

suitability or working capital to satisfactorily execute the contract for the supply of goods and services.

### **3.3 Essential Criteria for Pre-qualification**

**3.3.1** (a) Prospective bidders must have at least 2 years' experience in the supply of goods and services and allied items. Potential suppliers must show competence, willingness and capacity to service the contract.

(b) Prospective suppliers must demonstrate special experience and capability to organize supply and delivery of items, or services at short notice.

### **3.3.2 Personnel**

The names and pertinent information of the personnel to execute the contract must be indicated in form PQ-3.

### **3.3.3 Financial Condition**

The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letter of reference from their bankers regarding suppliers/service providers credit position. Potential suppliers/service providers will be pre-qualified on the basis of information given.

**3.3.4** Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and work in progress. These should be provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

### **3.3.5 Past Performance Contract**

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

### **3.4 Statement Application**

Statement Application must include a sworn statement (Form PQ-8) by the tenderer vouching for the accuracy of the information provided.

### **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 could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, PRSK reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.

**3.6** The firm must have a fixed Business Premise and be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be provided.

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

### **3.7 Pre-qualification Documents**

All these are **MANDATORY** and failure to attach any of the documents will lead to an automatic disqualification.

	<b>Required Information</b>	<b>Form Type</b>
1	Registration Document	PQ-1
2	Pre-qualification Data	PQ-2
3	Financial Position	PQ-3
4	Past Experience	PQ-4
5	Sworn Statement	PQ-5
6	Confidential Questionnaire	PQ-6
7	Tax Compliance	PQ-7



#### **4. FORM PQ-1 PREQUALIFICATION DOCUMENTATION**

All firms must provide:

- a) Copies of Certificate of Registration or Incorporation
- b) Copy of VAT Registration Certificate
- c) Current/Valid Tax Compliance Certificate from Kenya Revenue Authority
- d) Copies of PIN Certificates of Firm/Company
- e) List of ongoing contracts (goods/services)
- f) Letters of recommendation from three of your major clients indicating contact person(s) and their telephone number.
- g) Bank references.
- h) Company profile that shall include details of the management team.
- i) Transport firms must attach evidence of having taken all the insurance covers.
- j) Where mandatory for service provision, each firm must provide evidence of registration with Professional bodies/Authorities.
- k) Air Ticketing firms must be IATA registered

**N/B:** Prospective suppliers must have premises, valid trading license and meet all other Government of Kenya requirements to engage in business. Those that are exempt from this requirement should provide the proof.

**5. FORM PQ-2 PREQUALIFICATION DATA**

1. Service Provider Identification \_\_\_\_\_

Legal Name of Firm \_\_\_\_\_

Post Office Address \_\_\_\_\_

Legal Office Address \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_

Telephone Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

2. Organization & Business Information \_\_\_\_\_

Management Personnel \_\_\_\_\_

3. Net Worth Equivalent \_\_\_\_\_

4. Bank Reference and Address \_\_\_\_\_

\_\_\_\_\_

### **FORM PQ-3 FINANCIAL POSITION**

Attach a copy of firm's two recent and certified financial statements giving summary of assets and current liabilities/or any other financial support.

### **6. FORM PQ-4 PAST EXPERIENCE**

#### **Names of the Applicants Clients in the last two years**

1. Name of 1<sup>st</sup> Client (Organization)

i) Name of Organization \_\_\_\_\_

ii) Address of Organization \_\_\_\_\_

iii) Name of Contact Person at the Organization \_\_\_\_\_

iv) Telephone Number of Organization \_\_\_\_\_

v) Value of Contract \_\_\_\_\_

vi) Date of Contract (Date) \_\_\_\_\_

2. Name of 2<sup>nd</sup> Client (Organization)

i) Name of Organization \_\_\_\_\_

ii) Address of Organization \_\_\_\_\_

iii) Name of Contact Person at the Organization \_\_\_\_\_

iv) Telephone Number of Organization \_\_\_\_\_

v) Value of Contract \_\_\_\_\_

vi) Date of Contract (Date) \_\_\_\_\_

3. Name of 3<sup>rd</sup> Client (Organization)

- i) Name of Organization \_\_\_\_\_
- ii) Address of Organization \_\_\_\_\_
- iii) Name of Contact Person at the Organization \_\_\_\_\_
- iv) Telephone Number of Organization \_\_\_\_\_
- v) Value of Contract \_\_\_\_\_
- vii) Date of Contract (Date) \_\_\_\_\_

## **7. FORM PQ-5 SWORN STATEMENT**

### **SWORN STATEMENT**

Having studied the pre-qualification 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 submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d) We enclose all the required documents and information required for the prequalification evaluation.

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Represented By \_\_\_\_\_

Signature \_\_\_\_\_

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

## **8. FORM PQ-6 CONFIDENTIAL QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in your type of business. You are advised that it is a serious offence to give false information on this Form.

### **PART 1 GENERAL**

Business Name \_\_\_\_\_

Location of Premises \_\_\_\_\_

Plot No \_\_\_\_\_ Street/Road \_\_\_\_\_

Postal Address \_\_\_\_\_ Telephone No \_\_\_\_\_

Nature of Business \_\_\_\_\_

Current Trade License No \_\_\_\_\_ Expiring Date \_\_\_\_\_

Maximum value of business which you can handle at one time in Kshs \_\_\_\_\_

Name of your Bankers \_\_\_\_\_ Branch \_\_\_\_\_

### **PART 2 (A) – SOLE PROPRIETOR**

Full Name \_\_\_\_\_ Age \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship Details \_\_\_\_\_

**PART 2 (B) – PARTNERSHIP**

Name	Nationality	Citizenship	Details	Shares
1)	_____			
2)	_____			
3)	_____			
4)	_____			
5)	_____			

**PART 2 (C) – REGISTERED COMPANY**

Private or Public

State the nominal and issue capital of the company

Nominal Kshs \_\_\_\_\_

Issued Kshs \_\_\_\_\_

Give details of all directors as follows:

Name	Nationality	Citizenship	Details	Shares
1)	_____			
2)	_____			
3)	_____			

4) \_\_\_\_\_

5) \_\_\_\_\_

Date \_\_\_\_\_

Signature & Stamp of Tenderer \_\_\_\_\_

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration.



**9. FORM PQ-7 LITIGATION HISTORY**

Name of Supplier/Service Provider should provide information on any history 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	Disputed Amount (Current Value, Kshs Equivalent)