

**PREQUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR
THE PERIOD BETWEEN 2023-2025**

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1.0 INTRODUCTION

1.1. Background

Science for Africa Foundation (SFA) is a pan-African organization created to support, strengthen, and promote science and innovation in Africa for Africans. SFA serves the African research ecosystem by funding excellent research and innovative ideas, enabling interdisciplinary collaboration among researchers, building and reinforcing environments conducive to scientists' thriving, and producing quality research that impacts development.

- 1.1.1. This document is a formal Request for Proposal (RFP) from prospective suppliers for the supply and delivery of various categories and goods, services and works for the SFA Foundation. A copy of this RFP can be downloaded from the SFA Foundation website at: (Provide a link)
- 1.1.2. The information you disclose will be handled in the strictest confidence by SFA Foundation. The Supplier will also be held responsible for disclosing incorrect or misleading information.
- 1.1.3. The bidders must comply with all the instructions, terms and conditions and ensure that all the forms required are properly completed and submitted by email to SFA Foundation procurement procurement@scienceforafrica.foundation

2.0 CATEGORIES OF GOODS AND SERVICES

The categories of goods and services to be pre-qualified are indicated below:

| Ref No. | Item Description |
|--------------|--|
| SFA/ 01/2023 | Provision of Printing and Publishing |
| SFA/ 02/2023 | Supply Stationery and Office Supplies |
| SFA/ 03/2023 | Supply, Repair and Maintenance of Computer Hardware (Lenovo. Dell, Apple and Microsoft) and Software |
| SFA/ 04/2023 | Supply of Office Furniture & Equipment |
| SFA/ 05/2023 | Supply of Branding and promotional Material |
| SFA/ 06/2023 | Provision of Office Cleaning, Fumigation, Pest Control Services and Sanitary Services |
| SFA/ 07/2023 | Provision of Legal Services (additional details provided) |
| SFA/ 08/2023 | Provision of Taxi Services, Van and Bus hire |
| SFA/ 09/2023 | Provision of General office renovation and / repair |
| SFA/ 10/2023 | Provision of Courier Services/ Shipment related services |
| SFA/ 11/2023 | Provision of Internet Services |
| SFA/ 12/2023 | Supply, Installation and Maintenance of Enterprise grade uninterrupted power Supply (UPS) and repair of Generators |
| SFA/ 13/2023 | Travel Agent / Provision of Air Ticketing services – |
| SFA/ 14/2023 | Provision for head-hunting and Recruitment services |
| SFA/ 15/2023 | Digital marketing agencies (includes training i.e. digital, marketing etc) |

| | |
|--------------|--|
| SFA/ 16/2023 | Provision of Hotel Services (accommodation, workshop and meeting Venues) |
| SFA/ 17/2023 | Provision of Catering Services |
| SFA/ 18/2023 | Provision of language Translation Services |
| SFA/ 19/2023 | Provision of advertisement services for Recruitment of staff and Consultants |
| SFA/ 20/2023 | Provision of Graphic Design Services |
| SFA/ 21/2023 | Provision of Grantees Desk based Review |
| SFA/22/2023 | Provision of Grantees Internal Audit |
| SFA/ 23/2023 | Provision of Communication and PR services (includes training i.e. media training |
| SFA/24/2023 | Provision of Videography (includes but not limited to documentaries) and Photography Services |
| SFA/25/2023 | Provision of Videography and Photography Equipment's and Accessories |
| SFA/26/2023 | Provision of HR related training (please specify your area of specialization) |
| SFA/27/2023 | Supply, Installation and Maintenance of Data Center equipment Servers, Firewalls, Switches and Routers |
| SFA/28/2023 | Supply, Installation and Maintenance of CCTV Surveillance System and Access Controls |
| SFA/29/2023 | Supply of Structured cabling and Networking Services |
| SFA/30/2023 | Supply, Installation and Maintenance of Audiovisual Systems (Video conferencing equipment, boardroom hardware's and software solutions.) |
| SFA/31/2023 | Provision of Managed Print Services |

3.0 PREQUALIFICATION INSTRUCTIONS

3.1 Introduction

The SFA Foundation hereinafter referred to as “Procuring entity” intends to pre-qualify firms for the supply and delivery of goods and services. Prequalification is open to eligible firms/ Individuals and must prove that they qualify to participate by submitting all the information in the format requested herein as part of mandatory documents.

3.1 Prequalification Objective

The main objectives of this part are to qualify firms to supply goods and services under the relevant tenders/quotations and Proposals as and when required during the period ending December 2024

3.2 Language

All the information requested for pre- qualification shall be provided in the English language.

3.3 Experience

Prospective firms must have carried out successful supply and delivery of similar goods/services to institutions of similar size and complexity. (Provide completion certificates, contracts, LPOs among others)

3.4 Terms and Conditions

Eligible and interested firms shall be required to read and be willing to abide to the SFA purchase order terms and condition indicated in appendix II.

3.5 Eligible Firms

The procuring entity's employees and their relatives (spouse and children) are not eligible to participate in the pre-qualification process.

3.6 Submission and Deadline of Prequalification Documents

A copy of application for prequalification containing all the requirements shall be submitted to procurement@scienceforafrica.foundation clearly marked with the category reference.

3.7 Questions arising from Prequalification Documents

Questions and clarification that may arise from the Pre-qualification documents should be sent to SFA Foundation via procurement@scienceforafrica.foundation 10 days before the closing date. SFA Foundation will then respond to all the queries at least 7 days before the closing date.

3.8 Additional Information

SFA Foundation reserves the right to request the submission of additional information from prospective firms.

3.9 Invitation to Tender/Quotation

Only bidders who are pre-qualified will participate in the bidding process whenever needed.

3.10 Notification of Successful and Unsuccessful Firms

All bidders shall be notified of pre-qualification outcome in writing.

3.11 Incomplete Applications

The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered.

3.12 The Pre-Qualification Data

It is understood and agreed that the pre-qualification data or information of the prospective firms shall only be used by the SFA Foundation for prequalification process as described in this document.

3.13 Qualification Requirements

Prospective firms will not be considered qualified unless in the judgment of SFA foundation as detailed under section 4.

3.14 Withdrawal of Pre-Qualification

SFA Foundation has the right to reject the tender from a pre-qualified firm, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the SFA Foundation could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

3.15 Directors and partners

List below the names, nationalities and addresses of all the Directors and/or Partners (executive and non-executive) of your company:

| Name | Nationality | Complete Address | Executive (Yes/No) |
|------|-------------|------------------|--------------------|
| | | | |
| | | | |
| | | | |
| | | | |

3.16 Other Companies

List below other firms, holding firms, or other organizations, and their addresses, holding major interest in your company.

| Company Name | Location (Country) | Status (interest) |
|--------------|--------------------|-------------------|
| | | |
| | | |
| | | |
| | | |

3.17 Account Management

List below the names of the people assigned to supervise the Clients account by your firm explain the roles clearly.

| Name | Position |
|------|----------|
| | |
| | |

3.18 Bank Reference

List below bank (s) which your company has account (s) (Provide bank letters confirming the details)

| Name of Bank | Address and Location | Branch |
|--------------|----------------------|--------|
| | | |
| | | |
| | | |

3.19 Financial Statements

Please submit your audited accounts for the past one years accompanied by the auditor's opinion.

3.20 Client/Business References

List 3 major clients whom you have provided similar goods to in the last three financial years that you would recommend for Reference - must be relevant to the items you have expressed interest to supply. Please break them down into the following categories:

3.21 Non-Profit/Donor Funded Organizations

| Name of Firm | Location/Physical Address | Contact Person | Value of Business USD |
|--------------|---------------------------|----------------|-----------------------|
| | | | |
| | | | |
| | | | |
| | | | |

b) Government/ Commercial /Private Organizations

| Name of Firm | Location/Physical Address | Contact Person & Address/Tel. | Value of Business USD |
|--------------|---------------------------|-------------------------------|-----------------------|
| | | | |
| | | | |
| | | | |

3.22 Sub-Contractors

Does your company intend to sub-contract any of the proposed services to another firm?

If yes, To who? What portion and why?

3.23 Other Terms

3.2.1 Credit Facilities

Upon delivery of invoice, what would be the expected maximum credit period offered by your firm?

- a) Indicate terms and conditions of delivery and installation.
- b) Indicate the extended warranty period for items where applicable.

3.2.3 What are your standard procedures for handling customer queries?

3.2.4 Please provide a Customer Care, Policy and Standard Manual (if available).

3.24 Litigation History

Does the company have any litigation (Tick appropriate box)?

☐ Yes (give details below)

☐ No

4.0 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

4.1 Stage 1: Mandatory Requirements

| | Documents required | Attach Copy |
|----|--|-------------|
| 1. | Covering letter on firm's letter head giving complete details including email addresses, telephone contacts, office location | |
| 2. | Copy of Certificate of incorporation (limited company) | |
| 3. | Copy of VAT Registration Certificate/ Valid Tax Compliance Certificate | |
| 4 | Copy of Registration with the relevant bodies (category based) | |
| 5 | Copies of relevant Purchase/Service orders (3 copies of your highest value) | |
| 6 | Copy of Manufacturer(s) Authorization/Dealership (for ICT related categories) | |
| 7 | Copies of Current Trade License | |
| 8 | Application Form Filled, signed/Stamped & Submitted in prescribed manner | |
| 9 | Declaration / Sworn Statement - duly filled, signed & stamped | |
| 10 | Comprehensive Company Profile (including organization chart) | |

N/B: Only bidders who will have provided all the above documents will be considered for technical evaluation.

4.2 Stage 2 Technical Review

1. Experience

- (a) The prospective bidder shall have relevant experience in the supply of goods, services and allied items. Past performance will be shown by way of attaching relevant LPO, Completion certificates and letters of references. Firms should further specify the area of specialization.
- (b) Prospective suppliers should have special experience and the capability to organize, supply and deliver items or services at short notice.

2. Financial condition

The supplier's financial condition will be determined by latest audited financial statements submitted with the pre-qualification documents as well as bank statement for the last three months. Reference letters from the bank can also be provided in place of bank statements. Potential suppliers/firms will be pre-qualified on the satisfactory information given.

| No. | Information Required (attach valid evidence) | | Point Score |
|-----|---|--|-------------|
| 1 | Relevant Company Profile, location addresses, contact details, email addresses etc | | 10 |
| 2 | Number of staff employed > 20 staff=20 marks, 19-15 staff= 15 marks, 14-10staff=10 marks, 5-9 staff= 5 marks, 1-4=2 marks (provide a one page summary of the CVs) | | 20 |
| 3 | <u>Financial position-</u> Positive audited Accounts-5 marks letter from the bank-5 marks | | 10 |
| 4 | Experience-Not for Profit (30) - > than 5 clients-20, 3-4 clients=15 marks and 1-2 clients= 10 marks Private/ Commercial/ Government- 10 marks -> 5 clients=10 marks, 3-4 clients=5 marks, 1-2= 3 marks (Provide LPOs, completion certificates, contracts etc) | | 40 |
| 5 | Reference letters from reputable organizations-10 marks 3-5 letters=10 marks 2 Letters 5 marks | | 10 |

| | | | |
|--------------|--------------------|--|-----------|
| | 1 letter – 2 marks | | |
| Total | | | 80 |

N/B: only bidders who will emerge top seven based on agreed pass mark will be considered for stage 3

4.3 Stage 3 due Diligence

(This stage shall involve site visit, Reference check, Sample testing and approvals where applicable)

5.0 SFA FOUNDATION EXPECTATIONS

5.1 Continuous Improvement and performance Measurements

The supplier will be required to participate positively in the client's performance measurement systems, which will include the following:

1. Ensure the most efficient and high-quality service delivery.
2. Ensure high quality standard materials are used and may be subject to random checks.
3. Ensure fair prices are charged to SFA Foundation
4. Ensure good communication and be ready to offer any information to the client regarding the contract/project.
5. Be ready to address and rectify any queries that may arise during the contract/project period.
6. Ensure timely and correct billing.

5.2 Tax Compliance

SFA Foundation is hosted by icipe hence is exempt from VAT (Value Added Tax) and excise duty under the terms of with the Headquarters Agreement with the Government of Kenya. However, a VAT exemption certificate will be given in lieu of the VAT payments. The services will also be subjected to withholding tax (where applicable) at the prescribed rates as required by the Government of Kenya.

6.0 Supplier Declaration / Sworn Statement:

I declare that to the best of my knowledge that the answers submitted in this prequalification proposal (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with *icip*e.

| | |
|-------------------------------------|--|
| Forms Completed/Submitted By | |
| Name: | |
| Position (Job Title): | |
| Date: | |
| Telephone Number(s): | |
| Email address: | |
| Signature: | |
| Stamp/Seal: | |

Annex1: Terms and Conditions of Contract.

Annex 2: TOR for Legal Services