

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

**TENDER RELEASE DATE: 8<sup>th</sup> November 2023**

**TENDER CLOSE DATE: 22<sup>nd</sup> November 2023**

**TENDER CLOSE TIME: 1700hrs**

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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: [Download the Tender document here.](#)
- 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](mailto: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/ 07/2023	Provision of Legal Services ( <a href="#">Check separate document for Legal Services</a> )
SFA/ 10/2023	Provision of Courier Services/ Shipment related services
SFA/ 12/2023	Supply, Installation and Maintenance of Enterprise grade uninterrupted power Supply (UPS) and repair of Generators
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/ Rapporteur 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 by the SFA purchase order terms and conditions 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 the application for prequalification containing all the requirements shall be submitted to [procurement@scienceforafrica.foundation](mailto: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](mailto: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 the 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	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?

- Indicate terms and conditions of delivery and installation.
- 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)	
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 (30)		40

	1) Not for Profit (20) = > than 5 clients-20, 3-4 clients=15 marks and 1-2 clients= 10 marks 2) Private/ Commercial/ Government= 10 marks -> 5 clients=10 marks, 3-4 clients=5 marks, 1-2= 3 marks  <b>(Provide LPOs, completion certificates, contracts etc.)</b>		
<b>5</b>	Reference letters from reputable organizations-10 marks  3-5 letters=10 marks 2 Letters 5 marks 1 letter – 2 marks		<b>10</b>
<b>Total</b>			<b>80</b>

**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 <i>icipe</i> .	
<b>Forms Completed/Submitted By</b>	
Name:	
Position (Job Title):	
Date:	
Telephone Number(s):	
Email address:	
Signature:	
Stamp/Seal:	

### Instructions on the Proposal Submission Process

- Interested bidders are requested to confirm participation on the RFP by 13<sup>th</sup> November 2023.
- Request for clarifications should be sent to [procurement@scienceforafrica.foundation](mailto:procurement@scienceforafrica.foundation) by Monday 13<sup>th</sup> November **2023**.
- SFA Foundation will respond to the clarifications by 15<sup>th</sup> November 2023.
- The deadline for submission of proposals is Wednesday 22<sup>nd</sup> November 2023 at 17:00hrs. (East African Time).
- All responses should be sent to [procurement@scienceforafrica.foundation](mailto:procurement@scienceforafrica.foundation) and marked as follows in the subject line as outlined on section 3.6 above.

Annex1: Terms and Conditions of Contract.

Annex 2: TOR for Legal Services