



**PREQUALIFICATION OF SUPPLIERS FOR THE SUPPLY OF GOODS AND  
SERVICES FOR**

**THE FINANCIAL YEAR 2024-2025-NAIROBI  
OFFICE**

**JANUARY 2024**

**ENA/PRE-01/2024/2025**

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## 1. PREQUALIFICATION INSTRUCTIONS

### 1.1 Introduction

**ECHO NETWORK AFRICA intends** to undertake an update of its register of suppliers for various goods and services for the Financial Years 2024-2025. Interested and eligible suppliers are invited to apply for pre-qualification, indicating the category of goods and services they wish to supply and submit respective proposals/bids for them. **Existing suppliers who wish to be retained MUST apply and submit up-to-date information as requested in the pre-qualification document.**

### 1.2 Pre-qualification Objective

The main objective of prequalification is to maintain a register of suppliers and service providers for Echo Network Africa on and when required basis through quotations for the Financial Year 2024 to 2025.

### 1.3 Qualifying bidders/applicants

Pre-qualification and bidding is open to all eligible suppliers with proven experience and capacity to offer the required services. The Youth, Women, and Persons with Disabilities (PWDs) are encouraged to apply.

#### 1.4 Submission of Applications

Pre-qualification and Bid submissions of interest will be evaluated in accordance with Echo Network Africa procurement guidelines. Applications for prequalification shall be submitted in sealed envelopes marked with the prequalification category, title and tender number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice to be received on or before **24<sup>th</sup> January 2024.**

1.4.1 All the information requested for prequalification shall be provided in the English language.

1.4.2 All Bid Documents must be serialized where applicable, paginated, and signed.

The pre-qualification and Bid documents can be downloaded by the interested and eligible candidates from the ENA website [www.enafrica.org](http://www.enafrica.org). Those who will download the document from the website must **forward their particulars immediately for recording and any further clarifications and addenda forwarded to [procurement@enafrica.org](mailto:procurement@enafrica.org).**

Bids must be delivered in clear sealed envelopes clearly labelled' **'Echo Network Africa LIMITED PRE-QUALIFICATION FOR PROVISION OF SERVICES, CATEGORY to:**

THE GROUP CEO

ECHO NETWORK AFRICA

P.O BOX 55919 NAIROBI

MUCHAI DRIVE, OFF NGONG ROAD

**Note: Late submissions will not be considered, after the closing date and time. They shall be rejected and returned to the applicant unopened.**

## **2. PRE QUALIFICATION AND DATA INSTRUCTIONS**

### 2.1 Qualification Criteria

- 2.1.1 This document includes questionnaire forms and documents required of prospective suppliers/service providers. In order to qualify for pre-qualification, suppliers/service providers must provide all information herein requested.
- 2.1.2 The pre-qualified 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.

### 2.2 Qualification

- 2.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is used by ENA in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described in the Tender documents.
- 2.2.2 Prospective bidders will not be considered qualified unless, in the judgement of ENA, they possess the capability, experience, suitability and working capital to satisfactorily execute the contract for the supply of goods and service
- 2.2.3 Request for Proposals/Quotations will be made available only to those bidders whose qualifications are accepted by ENA after meeting the score required for the set criteria on completion of the pre-qualification evaluation process

### 2.3 Experience

Prospective suppliers/service providers must have undertaken successful supply and delivery of similar items/services and should have at least three (3) years' experience in the supply of goods and services they are tendering for. Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6

### 2.4 Personnel

The names and pertinent information (Including their CV) of the key personnel to execute the contract must be indicated in the form provided.

### 2.5 Financial Condition

- 2.5.1 The Supplier's financial position will be determined by the latest financial statements submitted with the prequalification documents as well as letters of reference and Bank statements from their bankers. Potential suppliers will be pre-qualified on the satisfactory information given.
- 2.5.2 Special consideration will be given to the available working capital. However, potential bidders should provide evidence of financial capability to execute the contract.
- 2.5.3 The firm must show proof that it has met all its statutory obligations and has current Tax Compliance Certificate.

## 2.6 Other Information

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

## 2.7 Litigation History and Sworn Statement

Application includes information on any litigation or arbitration resulting from contracts executed in the last one year or currently under execution and a sworn statement by the Tenderer ensuring the accuracy of the information given.

## 2.8 Cost of bid application.

Sealed applications and Bids must be submitted not later than after payment in cash, of a non-re-fundable Bid application fee currently KSH5, 000.00(Five Thousand Shillings) per application, payable to the ENA bank Account or Paybill account. whose details are as per the below:

### **KCB BANK DETAILS**

Echo Network Africa  
Kenya Commercial Bank, Moi Avenue  
Account No:

### **PAYBILL DETAILS**

Paybill No:972800  
Account Name:Your Company Name

## 2.9 Clarification of Prequalification Documents

The prospective applicant requiring any clarification of the prequalification documents may notify ECHO NETWORK AFRICA in writing or by email through [procurement@enafrica.org](mailto:procurement@enafrica.org). ECHO NETWORK AFRICA will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of ENA'S response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the prequalification documents

## 3.0 Amendment of Prequalification Documents

At any time prior to the deadline for submission of applications, ECHO NETWORK AFRICA may, for any reason, whether at her own initiative or in response to a clarification requested by a tender applicant, modify the prequalification documents by issuing subsequent

Addenda.

- 3.1.1 The Addendum thus issued shall be part of the prequalification documents pursuant and shall be communicated in writing to all who shall have picked the prequalification documents. The applicants shall promptly acknowledge receipt of each Addendum by email to ECHO NETWORK AFRICA.
- 3.1.2 In order to afford applicants reasonable time in which to take an Addendum into account in preparing their applications, ECHO NETWORK AFRICA may, at her discretion, extend the deadline for the submission of applications.

#### **4.0 Opening of Prequalification Documents**

Echo Network Africa Ltd will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

- 4.1.1 Echo Network Africa Ltd shall prepare minutes of the opening of the prequalification documents, including the information disclosed to those present.
- 4.1.2 Applications not opened and read out at opening shall not be considered for evaluation, irrespective of the circumstances.

#### **5. PROCEDURES FOR EVALUATION OF TENDERS**

##### 5.1 Confidentiality

- 5.1.1 Information relating to the Tenders, their evaluation and results of the prequalification shall not be disclosed to Tenderers or any other persons not officially concerned with the pre-qualification process.
- 5.1.2 From the deadline of submission of Tenders to the time of notification of the results of the prequalification in accordance with ENA'S procurement policy, any tenderer wishing to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

##### 5.2 Clarification of Tenders (Bid clarification)

To assist in the evaluation of Tenders, ENA may, at its discretion, contact a bidder(s) purely for clarifying aspects of the tender, which are perhaps ambiguous, inconsistent or unusual. ENA may also seek clarification on matters of quality performance or particular terms and conditions of contracts.

If a clarification is required, ENA will contact the bidder directly in writing with the clarification question(s), confirming the deadline date and time by which you need to respond. During the clarification process, ENA will respect bid confidentiality and will avoid unfairness to potential suppliers.

##### 5.3 Notification of Qualified Applicants

Applicants whose applications are determined to be successful will be notified by ECHO NETWORK AFRICA within Twenty-one (21) days from the date of opening of prequalification documents.

- 5.3.1 At the same time ECHO NETWORK AFRICA notifies qualified Applicants that their applications are responsive, ECHO NETWORK AFRICA shall notify the other applicants

whose applications are not responsive.

#### 5.4 Evaluation and Comparison of Applications

Echo Network Africa Ltd will evaluate and compare only the applications determined to be substantially responsive. Prequalification will be based on meeting the minimum requirements to pass the criteria set.

#### 5.5 ENA'S Right to accept any Application and to reject any or all Applications

ENA has the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of contact without thereby incurring any liability to the affected applicant.

#### 5.6 Notification of Approval

Prior to expiration of the period of prequalification validity prescribed by ENA, successful applicants will be notified.

#### 5.7 Acceptance of the Approval

The successful tenderer(s) will be notified in writing. The successful candidates shall be required to acknowledge in writing the acceptance of their prequalification award. This will include Formal Agreement and Contract Documents as necessary.

### 6.0 PREQUALIFICATION DOCUMENTATION

#### All firms must provide:

1. Copy of Certificate of Registration or Incorporation
2. Copy of VAT Registration Certificate
3. Current/Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copy of PIN Certificate of Firm/Company/Individual
5. Letters of recommendation from three of your major customers indicating contact person(s) and their telephone number.
6. Bank references.
7. Company profile that shall include details of the management team.
8. Transport firms must attach evidence of having taken all the insurance covers.
9. Where mandatory for service provision, each firm must provide evidence of Registration with Professional bodies/Authorities.
10. Air Ticketing firms must be IATA registered  
N/B: Prospective suppliers must have premises, a valid trading license, and meet all other Government of Kenya requirements to engage in business. Those that are exempt from this requirement should provide proof.
11. Audited financial statements.

**6.1 INVITATION TO PREQUALIFICATION**  
**PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES**  
**TENDER NO: ENA/PRE-01/2024/2025**  
**Date:10<sup>th</sup> January 2024**

Tenders are invited for prequalification of suppliers from interested and eligible bidders for the supply/provision of the under listed goods / services for the Financial Year 2024-2025

S/No	Category No.	Item Description
		<b>Supply of Goods</b>
1.	ENA/PQS/2024-2025/001	Prequalification for Supply and Delivery of Office Furniture and Fittings
2.	ENA/PQS/2024-2025/002	Prequalification for Cleaning Materials
3.	ENA/PQS/2024-2025/003	Prequalification for Supply of computers, laptops, computer software, printers and hardware equipment
4.	ENA/PQS/2024-2025/004	Prequalification for Supply of Office Equipment
5.	ENA/PQS/2024-2025/005	Prequalification for Supply of Telecommunication Equipment
6.	ENA/PQS/2024-2025/006	Prequalification for Supply of Vehicle Tyres, Tubes and Batteries
7.	ENA/PQS/2024-2025/007	Prequalification for Supply of Electrical items and fittings
8.	ENA/PQS/2024-2025/008	Prequalification for Supply and Delivery of General Office Stationery e.g. printing paper
9.	ENA/PQS/2024-2025/009	Prequalification for Supply and Delivery of Computer Consumables e.g. toners, cartridges, etc.
		<b>Provision of Services</b>
10.	ENA/PQS/2024-2025/010	Prequalification for Design and production of materials e.g. printed stationery, notebooks, folders, banners, promotional materials etc. and Provision of Printing Services
11.	ENA/PQS/2024-2025/011	Prequalification for Provision of Travel and Air Ticketing Services – (IATA/ KATA registered firms only)
12.	ENA/PQS/2024-2025/012	Prequalification for Repair, Service and Maintenance of Photocopiers
13.	ENA/PQS/2024-2025/013	Prequalification for Repair, Service and Maintenance of Computers, Printers and UPS
14.	ENA/PQS/2024-2025/014	Prequalification for office Cleaning service, pest control, sanitary services, and fire protection
15.	ENA/PQS/2024-2025/015	Prequalification for Consultancy Services (Firms and Individuals)
16.	ENA/PQS/2024-2025/016	Prequalification for Provision of Conference Facilities and Accommodation services in all the 47 counties
17.	ENA/PQS/2024-2025/017	Prequalification for provision of event management services e.g. PA system, plasma screens, décor, entertainment, etc.
18.	ENA/PQS/2024-2025/018	Prequalification for provision of photography and videography services
19.	ENA/PQS/2024-25/019	Prequalification for provision of Motor vehicle maintenance services.



## 6.2 Mandatory Requirements

- Certified copy of Certificate of Confirmation of Directors and Shareholding (CR12) (Issued within the last 12 Months to Tender Opening Date, for Limited Companies or copy of Identification Card (ID) for Sole Proprietors
- Certified copy of the County Government Business Permit
- The bid document “Original” must be sequentially paginated / serialized.
- Dully filled, signed and stamped Self-Declaration Form that the Tenderer is Not Debarred
- Dully filled, signed and Stamped Self Declaration form that the Tenderer willnot engage in any Corrupt or Fraudulent Practice.
- Must fill the Tender forms/documents in the format provided including allthe forms
  - Tender Submission Letter
  - Tenderer Information Form
  - Historical Contract Non Performance and Pending Litigationand Litigation History
  - Financial Situation and Performance
  - General Experience
  - Specific Experience

6.3 PRE-QUALIFICATION DATA

1/ We.....hereby apply for registration as supplier(s) (**Name of Company/Firm**)

of Category No..... (Item Description) .....

Address.....

Name of building..... Room/Office No ..... Floor No. ....

Telephone No.....

Full Name of applicant..... Contact Person ..... Title .....

Other branches location.....

**Organization & Business Information (attach company profile)**

**Partnership (if applicable)**

Names of Partners:

1. ....

2. ....

3. Business founded or incorporated under present management since .....

5. Net worth equivalent (Kshs).....

6. Bank reference and address.....

7. Bonding company reference address.....

8. Indicate terms of trade/sale.....

### 6.4 FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's audited accounts/Bank Statements for previous one year
- (2) Attach letters of reference from your bankers regarding supplier's credit position.
- (3) State Credit period

### 6.5 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated here below in whatever applies to your type of business.

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

<b>Part 1 – General:</b> Business Name ..... Location of business premises. .... Plot No.....209/11834..... Street/Road ..... Postal Address ..... Tel No. .... E mail ..... Nature of Business ..... Registration Certificate No. .... Maximum value of business which you can handle at any one time (Kes) ..... Contact Person..... Tel No..... Name of your bankers..... Branch .....			
<b>Part 2 (a) – Sole Proprietor</b> Your name in full ..... Nationality ..... Country of origin ..... ID/Passport No .....			
<b>Part 2 (b) Partnership</b> Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares
.....			
.....			

**Part 2 (c) – Registered Company**

Private / Public (Tick Appropriately)

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Date ..... Signature of Supplier .....

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

6.6 PAST EXPERIENCE NAME OF AT LEAST THREE CLIENTS/REFEREES

1. **Name of 1<sup>st</sup> 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 documental evidence of existence of contract)

2. **Name of 2<sup>nd</sup> 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 documental evidence of existence of contract)

3. **Name of 3<sup>rd</sup> 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 documental evidence of existence of contract)

3. Other clients.....

**6.7 LITIGATION HISTORY**

**Name of Contractor/ Supplier.....**

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

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT</b>

**6.8 SELF-DECLARATION FORMS - CORRUPT OR FRAUDULENT PRACTICE**  
**SELF-DECLARATION THAT THE PERSON/ TENDERER WILL NOT ENGAGE IN ANY**  
**CORRUPT OR FRAUDULENT PRACTICE**

I, ..... of P. O. Box ..... being a resident of ..... in the Republic of.....do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director//Director of ..... (insert name of the Company) who is a Bidder in respect of Tender No. .... for..... (insert tender title/description) for..... (insert name of the Procuring entity) and duly authorized and competent to make this statement, Kenya Subsidiary Legislation, 2020
2. THAT the aforesaid Bidder, its employees and/or agents will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees of ECHO NETWORK AFRICA which is the procuring entity.
3. THAT the aforesaid Bidder, its employees or agents have not offered any inducement to any member of the Board, Management, Staff and/or employees of ECHO NETWORK AFRICA.
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with otherbidders participating in the subject tender
5. THAT what is stated to hereinabove is true to the best of my knowledge informationand belief

- i) **Company's Name**.....
- ii) **Represented by** .....
- iii) **Designation**.....
- iv) **Signature** ..... (stamp or seal)
- v) **Date** .....

Signed on behalf of Echo Network Africa



Date 09/10/2023

**Elina Mutuku**  
Head of Financial Resources  
Management



Date 19/10/2023

**Dr. Jennifer Riria, PhD, EBS, MBS,**  
HRH/Goodwill AMB, ICON/HP  
Group CEO – Echo Network Africa