



**PREQUALIFICATION/REGISTRATION FOR  
PROVISION OF CONSULTANCY SERVICES ON  
HUMAN RESOURCE DEVELOPMENT/TRAINING  
SERVICES**

**TENDER NO.: KVDA/PQ/19/2018-2019/20**

**RECEIPT NO.....**

**TENDER REG. NO.....**

**CLOSING DATE: TUESDAY 23<sup>RD</sup> OCTOBER ,2018 AT  
10.00 AM**

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## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

The Managing Director, Kerio Valley Development Authority would like to invite interested candidates who must qualify by meeting the set criteria as provided by the **Procuring entity** to perform the contract of Consultancy services on Human resource Development and training services to the Authority.

### **1.2 Pre-Qualification Objective**

The main objective of this part is to supply and deliver assorted items and also provide services under relevant tenders/Quotations to the Managing Director, Kerio Valley Development Authority as and when required during the **period ending 30<sup>th</sup> June, 2020.**

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

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the Managing Director, Kerio Valley Development Authority so that they may be pre-qualified for submission of tenders/Quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for pre-qualification.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **1.5 Pre-qualification Document**

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

1.6 In order to be considered for pre-qualification prospective supplier must submit all the information herein requested.

## 1.7 INVITATION TO TENDER

**DATE** : 4<sup>TH</sup> OCTOBER, 2018  
**TENDER REF. NO.** : KVDA/PQ/19/2018-2019/20  
**TENDER NAME** : **PROVISION OF CONSULTANCY SERVICES ON HUMAN RESOURCE/TRAINING SERVICES.**

- 1.7.1 The Kerio Valley Development Authority, Eldoret invites sealed bids from eligible candidates for Provision of Consultancy Services on Human resource Development/Training services to KVDA. Youths, women and person living with disabilities are encouraged to apply.
- 1.7.2 Interested eligible candidates may obtain further information from KVDA website [www.kvda.go.ke](http://www.kvda.go.ke) OR PPIP portal [www.tenders.go.ke](http://www.tenders.go.ke) OR Supplies and Procurement Office, 13<sup>th</sup> Floor, Kerio Valley Development Authority, P. O. Box 2660, Eldoret, Telephone No. 053 2063361/3 – Ext. 225 during normal working hours.
- 1.7.3 A complete set of prequalification documents may be downloaded from our website [www.kvda.go.ke](http://www.kvda.go.ke) OR PPIP portal [www.tenders.go.ke](http://www.tenders.go.ke) free of charge.
- 1.7.4 **Completed prequalification documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box “A” at 13<sup>th</sup> Floor KVDA Plaza (Eldoret) or be addressed to:**

**The Managing Director  
Kerio Valley Development Authority,  
P. O. Box 2660 - 30100  
ELDORET.**

**So as to be received on or before Tuesday 23<sup>rd</sup> October, 2018 at 10.00 am**

- 1.7.5 **Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the KVDA Boardroom, 14<sup>th</sup> Floor, Kerio Valley Development Authority’s Plaza**

## **1.8 Questions Arising from Documents**

Questions that may arise from the Pre-qualifications documents should be directed to the Managing Director whose address is given in par 1.

## **1.9 Additional Information**

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

## **1.10 Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Authority after **scoring more than 70 points** soon after the completion of the 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

### **2.4 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 and on the authority of the client's Accounting Officer or Tender Committee.

## 2.5 Payments

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

### PRE-QUALIFICATION DATA INSTRUCTIONS

#### 3.1. Pre-qualification data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-6, PQ-7 & PQ-8 are to be completed By prospective supplier/contractors who wish to be pre-qualified for submission of tender for the **specified tender lot**

3.1.1 The Pre-qualification application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

#### 3.2 QUALIFICATION

3.21 It is understood and agreed that the pre-qualification Data on prospective bidders is to be used by Government in determining, according to its sole judgement and discretion, the qualifications of prospective bidder to perform in respect to the **Tender lot** as described by the client.

3.22 Prospective bidders will not be considered qualified unless in the Judgement of Government they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/Services.

#### 3.3 Essential Criteria for Pre-qualification

3.3.1. (a) Experience: Prospective bidder shall have at least 3 years experience in the supply of goods, services and allied items in case of potential

supplier/contractor should show competence, willingness and capacity to service the contract.

- (b) Prospective supplier requires special Experience and capability to organize, supply and delivery of services at short notice.

### **3.3.2 Personnel**

The names and pertinent information and the 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 supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as Letters of reference from their bankers regarding supplier's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactorily 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 now in progress. Data on Form PQ-4. However, potential bidders should provide evidence of financial capability to executive contract.

### **3.3.5 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in Form PQ-5 where applicable.

### **3.3.6 Newly Registered firms**

Such firms may not have any experience or past performance documented. Marks for such criteria shall be awarded in full if the personnel/staff shall be proven to have relevant compensating experience. No prove of LPO's /LSO's/invoices/Contracts shall



therefore be required litigation history's marks shall also be awarded in full for such new firms.

### **3.3.7 Firms under preference and reservation regulations**

Such entities shall be required to have been registered with the National or county treasury and submit the certificate to be exempted from the evaluation criteria and qualify.

### **3.4 STATEMENT**

Application must include a sworn statement Form PQ-6 by the Tenderer ensuring the accuracy of the information given.

### **3.5 WITHDRAWAL OF PREQUALIFICATION**

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

### **3.6 OUTLINED SUPPLY AND DELIVERY PROCEDURES**

The Pre-qualified applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in form PQ-2

### **3.7 Pre-qualification Criteria**

<b>Required Information</b>	<b>Form type</b>	<b>Points Score</b>
1. Prequalification Documentation	PO-1	15
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	15
5. Past Experience	PQ-5	15

6. Sworn Statement	PQ-6	10
7. Confidential Questionnaire	PQ-7	20
8. Tender Questionnaire	PQ-8	5
9. Litigation History	PQ-9	5
<b>TOTAL</b>		<b>100</b>

### 3.8 Qualification Mark

The qualification mark is **70 points** and over

**NB:** The first ten (10) highest ranked bidders will be shortlisted as the prequalified suppliers for this tender.

**FORM PQ 1 PRE-QUALIFICATION DOCUMENTATION**

**All firms must provide:**

- (a) Copies of Certificate of Registration
- (b) Copy of V.A.T Registration Certificate
- (c) Tax compliance Certificate from Kenya Revenue Authority ( **Failure to produce this certificate to prove compliance will lead to automatic disqualification thus No further evaluation of your application**)
- (d) Copies of Pin Certificates of Firm/Company/Individual
- (e) List of ongoing Contracts/Projects (goods, services)
- (f) Bank references / Bank statement for the last 6 months
- (g) Current year business licence

**FORM PQ - 2**

**PRE-QUALIFICATION DATA**

1. Legal name of firm.....  
Post office address.....  
Street and Address.....  
City.....  
Country.....  
Telephone No..... Person to contact.....  
Title.....
  
2. Organization & Business Information.....  
Management Person.....  
Director.....  
General  
Manager.....  
Other.....  
Partnership (if applicable).....  
Names of Partners.....
  
3. Business founded or incorporated.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
  
6. Enclose copy of the organization chart of the firm indicating the main fields of activities

**FORM PQ-3**

**SUPERVISORY PERSONNEL**

Name.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with contractor or supplier position held .....

Supply or service experience

a) Name of Client/Customer.....

b) Character and nature of Contract.....

c) Contract value.....

d) Location of Contract.....

e) Period of Contract.....

f) Title and responsibility in Contract.....

.....

g) Other.....

**Proposed Technical Personnel**

a) .....

b) .....

c) .....

d) .....

e) .....

f) .....

g) .....

Proposed position in this project if contract is awarded.....

.....

.....  
.....

Brief statement of supply and service delivery method the supplier plans to use to execute the contract.....

## **FORM PQ-4**

### **FINANCIAL POSITION**

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

**FORM PQ-5**

**PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS**

**NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1.
  - 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).....
  
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).....
  
3. Name of 3rd Client (Organization)  
  - i) Name of client (Organization).....
  - ii) Address of Client (Organization).....
  - iii) Telephone No. of Client.....
  - iv) Name of contact person at the client (Organization).....
  - v) Value of contract.....
  - vi) Duration of contract (Date).....
  
4. Others.....



**FORM PQ - 6**

**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 the 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 the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

.

Applicant's Name.....

Address.....

Tel. No.....

Represented by.....

Signature.....

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

**FORM PQ-7**

**CONFIDENTIAL BUSINESS 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 Business premises.....  
Plot No.....Street/Road.....  
Postal Address.....Tel No.....Mobile No.....  
Nature of business.....  
Current Trade License No.....Expiring date.....  
Maximum value of business which you can handle at any one time Ksh.....  
Name of your  
bankers.....Branch.....  
**Functioning e-mail address(es).....**

**PART 2 (A) – Sole Proprietor**

Your name in full.....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 Tnderer.....*

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

GPK(L)

**FORM PQ - 8 TENDER QUESTIONNAIRE**

Please fill in block letters

1. Full names of tenderer

.....  
.....

1. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below)

.....  
.....

3. Telephone numbers of tenderer

.....  
.....

4. Fax number of tenderer

.....  
.....

5. Name of tenderers representative to be contacted on matters of the tender during the tender period.

.....  
.....

6. Details of tenderers nominated agent (if any) to receive tender notices. This is essential if the Tenderer does not have his registered address in Kenya (name, address, telephone and fax)

.....  
.....  
.....

**Signature and stamp/seal of tenderer**

**LITIGATION HISTORY**

**Name of Contractor/Supplier**

Contractors/Supplier 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)

## **EXPECTED CONSULTANCY**

1. Training and career development.
2. Workforce analysis & planning.
3. Baseline survey on employee satisfaction on work environment.
4. Legislation and policy requirements.
5. Award interpretation.
6. Performance Management and appraisal.
7. Job analysis and placement.
8. Recruitment, selection, appointments and induction
9. Remuneration and benefits.
10. Disciplinary procedures.
11. Employment contracts.
12. Government policies.
13. Redeployment etc.
14. Performance contracting/monitoring and evaluation
15. Budgeting /financial reporting
16. Customer relations/strategic communications
17. Strategic leadership.
18. Computer skills
19. Administrative skills
20. Records management
21. Highway traffic code
22. Emerging security issues

23. Office management

24. Tendering procedures and process/ Ifmis applications