



# **TENDER DOCUMENT**

## **FOR**

**PREQUALIFICATION FOR SUPPLY OF PROMOTIONAL MATERIALS  
(BRANDED T/SHIRTS, CAPS, PENS ETC.)**

**TENDER NO. ADC/13/2013/14**

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**AGRICULTURAL DEVELOPMENT  
CORPORATION  
P.O. BOX 47101, 00100  
NAIROBI, GPO**

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22506195/185**

**(NOVEMBER 2012)**

*Excellence in Agriculture*

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## INVITATION FOR PREQUALIFICATION (IFQ)

**Tender No. ADC/13/2013/14**

**Tender Name : PRE-QUALIFICATION FOR SUPPLY OF PROMOTIONAL MATERIALS (BRANDED T/SHIRTS, CAPS, PENS ETC)**

1. The Agricultural Development Corporation hereinafter referred as “Procuring entity” intend to prequalify candidates for the following:- Pre-qualification Supply of Promotional Materials ( Branded T/Shirts, caps, pens etc).
2. Prequalification is open to Legally Registered Companies
3. Eligible candidates may obtain the prequalification document from Procurement Office 9<sup>th</sup> Floor Development House during normal working hours upon payment of a **non-refundable fee of Kshs 2,000** in cash or bankers cheque payable to Cash Office 9<sup>th</sup> Floor Development House or Regional cash Offices within the Regions. Prospective bidders may also download the document from ADC’s website ( [www.adc.or.ke](http://www.adc.or.ke)). Payment of the fee shall be done before submission of Tender document and Tenderers shall be required **to enclose a copy of the receipt or payment slip evidencing payment of the non refundable fee of kshs 2,000.00 (two thousand only)**.  
  
copy of the receipt or payment slip evidencing
4. A minimum requirement for qualification is to have successfully carried out Similar Work as per the document
5. Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited **in the tender box at 10<sup>th</sup> Floor Development House) or to be addressed to The Managing Director, Agricultural development Corporation, P.O ox 47101-00100 NAIROBI so as to be received on or before 10.00 a.m 18<sup>th</sup> December 2012.**
6. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only candidates prequalified under this prequalification process will be invited to tender.

**SECTION II - INSTRUCTIONS TO CANDIDATES**

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## SECTION II - INSTRUCTIONS TO CANDIDATES

### 2.1 Scope of Tender

2.1.1 The **Agricultural Development Corporation** hereinafter referred to as the procuring entity intends to prequalify contractors for the following **Pre-qualification for supply of Promotional Materials (Branded T/Shirts, caps, pens etc)**. It is expected that prequalification applications will be submitted to be received by the procuring entity **not later than 10.00 a.m. 18<sup>th</sup> December 2012**.

2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

### 2.2 Submission of Application

2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at 10<sup>TH</sup> Floor Development House, Nairobi or be addressed MANAGING DIRECTOR, AGRICULTURAL DEVELOPMENT CORPORATION, P.O BOX 47101 -00100, NAIROBI as **to be received on or before 10.00 a.m. 18<sup>th</sup> December 2012**. The procuring entity reserves the right to accept or reject late applications.

2.2.2 The name and mailing address of the applicant may be marked on the envelope.

2.2.3 All the information requested for pre qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

### 2.3 Eligible Candidates

2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

2.3.2 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

**2.4 Qualification Criteria**

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant’s general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant’s response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 General Experience. The applicant must demonstrate capability of being able to do the work by availing list of referees, clients served for the past three (3) years.

2.4.3 Personnel capabilities. The applicant must have suitably qualified personnel to carry out the work.

2.4.4 Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of the proposal

Equipment type and characteristics	Minimum number required
1)	
2)	
3)	

2.4.5 Financial position. The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the

**2.4.6 Conflict of Interest**

2.4.7 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the

contract. Any such association must be disclosed and may result in the disqualification of the applicant.

## **2.5 Updating Pre-qualification Information**

- 2.5.1 Pre qualified candidates shall be required to update the financial information used for pre qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

### **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

The following instructions for the pre qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- i. Candidates must ensure that the business questionnaire is properly filled.
- ii. Copies of all documents requested for in the questionnaire must be attached.
- iii. Tenders will be invited on a need basis and only pre-qualified candidates will be invited to participate.

**SECTION111 LETTER OF APPLICATION**

Date .....

To .....  
 .....  
 (*name and address of the procuring entity*)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (*name of firm*) (hereinafter referred to as “the Applicant” ), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	
2.	
3.	
4.	
5.	

2. Attached to this letter are copies of original documents defining

- (a) the Applicant’s legal status
- (b) the principal place of business and
- (c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed



necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the references/persons provided for further information.

5. This application is made with the full understanding that:

- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
- (b) Your Agency reserves the right to:
  - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
  - reject or accept any application, cancel the prequalification process, and reject all applications
- (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them

6. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

**Signature of Authorized Officer.....**

**Date:.....**

**SECTION IV - STANDARD FORMS**

**Notes on completion of Standard Forms**

Application Form 1 - General information

This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partners shall complete the form

**APPLICATION FORM(1)**

**GENERAL INFORMATION**

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

**SPECIAL CONDITIONS**

**PART : A**

Attach,

**PART B - Background Information (Business Questionnaire)**

1	Name of Organization				
2	Address for all correspondence				
3	Principal Contact Person				
4	Position				
5	Telephone Numbers	Landline..... Mobile.....			
6	Fax Number				
7	E-mail Address				
8	Physical Location of Business Premises <i>(Note that a visit to your office may be made to confirm information provided, as part of the tender evaluation)</i>	Town.....  Street.....  Building .....  Floor .....			
9	Nature of Organization (e.g. sole proprietorship, Ltd, Partnership etc)	<table border="1"> <tr> <td>Limited Liability Company</td> <td>Sole Proprietorship</td> <td>Partnership</td> </tr> </table>	Limited Liability Company	Sole Proprietorship	Partnership
Limited Liability Company	Sole Proprietorship	Partnership			
10	Names of the Proprietor, Directors or Partners	1. ....  2. ....  3. ....			
11	Geographical Area of Operations				

12	Business Operations	1. Year established .....
		2. Duration of business Operation.....
13	Company Registration No. (attach copy) (Tick one)	Number Attached Copy? Yes <input type="checkbox"/> No <input type="checkbox"/>
14	VAT Registration No. (attach copy) (Tick one)	Number Attached copy? Yes <input type="checkbox"/> No <input type="checkbox"/>
15	Valid Tax Compliance Certificate. (attach copy)	Attach copy Yes <input type="checkbox"/> No <input type="checkbox"/>
16	Inspection Certificate from Public Works ( Attach Copy).	

**PART B - Financial Status**

17	Name of Bank & Branch (from which Financial reference may be sought)	
18	Bank Address:	
19	Bank Telephone Number:	
20	Bank Contact Name:	
21	State the Annual Turnover (attach certified copies of bank statements for the 3 months) (Tick one)	Annual Turnover in Kshs..... Attached statements 3 months <input type="checkbox"/> Less than 3months <input type="checkbox"/>
22	State the Pre-tax profit for 2009 & 2010 (attach copy of latest audited accounts) (Tick one)	Profits in KShs Attached Audited Accounts 2009..... Yes <input type="checkbox"/> No <input type="checkbox"/> 2010..... Yes <input type="checkbox"/> No <input type="checkbox"/>

**PART C - References**

23	Provide contact details for 3 referees for previous/current work that is similar or the same to the one now applied for. Note that the referees may be contacted without further references to you.				
A	How many references are you indicating (Tick one)	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
B	<u>Other</u> Organization & Official stamp Contact name & position: Telephone No. E-mail Address Service provided				
C	Organization Contact name & address Telephone number E-mail address Services provide				
D	Organization Contact name & position Telephone number E-mail address Service provided				

In addition to the above, you are required to attach copies of LPO's, award letters or any other approved document from each of the above showing works done and values.  
 Please indicate any other any other information you may want us to know.

**PART F: Certification**

I, the undersigned, certify that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible.

Name.....Signature .....

Date.....

Company stamp.....

