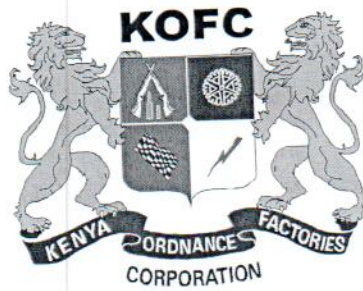


REF NO: DOD/KOFC/PQ/026/2018-2019



KENYA ORDNANCE FACTORIES CORPORATION
P.O BOX 6634 – 30100
ELDORET
DOCUMENT FOR PREQUALIFICATION OF FIRMS
FOR

PROVISION OF TRAINING AND CONSULTANCY SERVICES

FIRM'S DETAILS

NAME.....

P.O BOX.....

TEL:

EMAIL ADDRESS.....

SIGNATURE:

STAMP.....

INVITATION FOR PREQUALIFICATION (IFQ)

TENDER REF. No. DOD/KOFC/PQ/026/2018 -2019

TENDER NAME: PRE-QUALIFICATION OF FIRMS FOR PROVISION OF TRAINING AND CONSULTANCY SERVICES

The Kenya Ordnance Factories Corporation hereinafter referred as "Procuring entity" intends to prequalify candidates for the Provision of Training and Consultancy Services.

Prequalification is open to any willing supplier.

Application for prequalification must be submitted in closed and plain sealed envelopes marked with tender name and reference number and deposited in the tender box not later than **Wednesday 30 January 2019 1000Hrs (10a.m)**

Interested parties may obtain a complete set of prequalification documents on our website **www.kofc.co.ke**. The downloaded documents should be duly completed as per the instructions given and dropped into the tender box at Kenya Ordnance Factories Corporation. (Main Gate) located at Eldoret – Kitale Road on or before **Wednesday 30 January, 2019 at 10.00AM**

Firms may obtain further information/clarification from the Procurement office, Kenya Ordnance Factories Corporation, **Tel No. +254775095974 or 0722 209 639 Email procurement1tech@kofcpr.co.ke**, during normal working hours from **0800hrs to 1700hrs**.

Applicants are advised to read through this document carefully, fill and provide the requested information together with all supporting documents. Incomplete documents shall not be accepted.



M M MUNYOKI
Major General
Managing Director

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SECTION A: PRE-QUALIFICATION INSTRUCTIONS

Introduction

Kenya Ordnance Factories Corporation would like to invite interested candidate who must qualify by meeting the set criteria provided so as to perform the contract for Provision of Training and Consultancy Services.

Registration Objective

The main objective is to have a standby list of qualified suppliers' for relevant tenders as and when required.

Professionalism and Experience

The pre-qualified firms should adequately be competent, posses substantial relevant experience and should be able to promptly provide the Corporation with Provision of Training and Consultancy Services as and when required.

The pre-qualified Firms shall at all times during the period of the engagement conduct themselves in a manner suited to the best interests of Kenya Ordnance Factories Corporation.

Registration Document

In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested

Submission of Registration Document

One original copy of the completed registration data and other requested information shall be submitted to reach:

Kenya Ordnance Factories Corporation

P.O BOX 6634-30100

Tel:+ 254 775 095 974 and +254 722 209 639

Eldoret along Kitale road

Questions arising from Documents

Questions that may arise from the Registration documents should be directed to the Accounting Officer KOFC whose address is as shown above.

Additional Information

The Accounting Officer KOFC reserves the right to request submission of additional information from prospective bidders.

The Evaluation and Selection Process

The Evaluation and Selection Process of this tender for pre-qualification will be conducted along the following lines:

- Desk evaluation of all submitted bid documents
- Confirmatory and or Site Inspection of premises

All Firms who participate in this Tender for Pre-Qualification shall be deemed to have consented to this Process. KOFC therefore requests that participating firms grant reasonable access and facilities to the KOFC staff for these purposes.

Confirmation and Verification of Bid Documents

All firms are advised to:

Follow and conform to the information contained in the Pre-Qualification Tender Document in preparing and submitting their bids

Ensure that they officially verify the accuracy, authenticity and validity of any and all documentation, certification or information obtained from third parties e.g. Kenya Revenue Authority (KRA).

The bidders are also encouraged to demonstrate high degrees of integrity, loyalty and honesty in the information supplied to KOFC as part of their bids. The Information should be as clear and concise as possible.

Prequalification Data forms

The pre-qualification 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 and indelible ink.

Qualification

It is understood and agreed that the registration data on prospective bidders is to be used by the Kenya Ordnance Factories Corporation in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respective to the Tender as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of Kenya Ordnance Factories Corporation that they possess capability, experience, qualified personnel and suitability to satisfactorily execute the contract.

SECTION B: PREQUALIFICATION CRITERIA

| SER | EVALUATION REQUIREMENT | TOTAL POINTS | POINTS ACHIEVED | REMARKS |
|-----|--|--------------|-----------------|---------|
| 1 | THE PHYSICAL EXISTENCE OF THE FIRM/OFFICES | 16 | | |
| | a. Postal address | 3 | | |
| | b. Telephone Availability | 5 | | |
| | c. Email address | 3 | | |
| | d. Actual Physical Location/Office | 5 | | |
| 2. | REGISTRATION OF THE FIRMS | 30 | | |
| | a. Certificate of Incorporation | 6 | | |
| | b. Memorandum & Articles of Association | 6 | | |
| | c. VAT Certificate | 6 | | |
| | d. Pin Certificate | 6 | | |
| | e. Trading License | 6 | | |
| 3. | FINANCIAL STATUS | 10 | | |
| | a. Audited Business Accounts | 5 | | |
| | b. Business Financial Statements | 3 | | |
| | c. Business Turn-Over Per Year | 2 | | |
| 4. | Filling all the Prequalification Forms. | 5 | | |
| 5. | Submission of required number of prequalification documents i.e. original and a copy. | 2 | | |
| 6. | Clearance by Ethics and Anti-Corruption Commission. | 2 | | |
| 7. | Valid membership certificate from Kenya Institute of Supply Management, ICPAK, MSK or any other relevant professional body. (Practicing certificate) | 5 | | |
| 8. | Certificate of good conduct from Criminal Investigation Department. | 2 | | |
| 9. | Professional qualification in Supply Chain Management, Finance or any other Business related professional qualification. | 5 | | |
| 10. | A duly signed self declaration statement that one is not debarred from participating in Training and Consultancy services. | 2 | | |
| 11. | A duly signed self declaration that one will not engage in corrupt Practice. | 2 | | |
| 12. | A certified copy of the first degree certificate in Procurement, Commerce, Economics, Business Administration, Education, Law or a relevant field from a University in Kenya or any other University recognized in Kenya. | 5 | | |
| 13. | A certified copy of the curriculum vitae (CV) with copies of ALL the relevant supporting evidence such as certificates. | 2 | | |
| 14. | A duly signed self declaration that, if contracted by the client, one will not sub-contract whole and/ or any part of the training/ consultancy. | 2 | | |
| 15. | Demonstrate knowledge of the Public Procurement and Asset Disposal Act, 2015 and Public Finance Management Act and Regulations <ul style="list-style-type: none"> ▪ At least 3 years experience as a practitioner. Submit appointment letter (s) or any other evidence for having been engaged/employed by a public entity. ▪ Engagement letters or contracts as a reviewer or auditor in a public entity. | 5 | | |

| | | | | |
|-----|--|---|--|--|
| 16. | A profile of the owners and share holders | 2 | | |
| 17. | Letter of recommendation from previous organization served | 3 | | |

Remarks.....
.....
.....
.....

(The minimum score to be registered shall be 70 points. Applicants who will not meet this minimum score shall not be registered)

SECTION C: APPLICATION FORM
REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (**Firm Name**).....hereby apply for registration
as a supplier for

Postal Address.....

Telephone Number (FixedLine).....Mobile.....

Email Address.....Fax.....

Town..... Street.....

Building.....Floor.....Room/Office.....

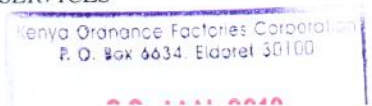
Other branches/Locations.....
.....
.....

Full name of authorized signatory.....

Designation.....

Signature

Official Rubber Stamp



SECTION D: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1(a) and either part 2(a), 2(b) or 2(c) whichever applies to your type of business

YOU ARE ADVISED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

Part 1: General information

| | |
|---|---|
| Business Name | |
| Physical Location of Business Premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation) | Town..... Street..... Building..... Floor..... |
| Business operations | Year established..... Duration of business operations..... |
| Principal Contact Person | Name..... Position..... Tel/Mobile..... |
| Postal Address | P.O.Box.....Code..... |
| Nature of Business | |
| Maximum value of business which you can handle at any one time | Ksh..... |
| Name of your bankers | Branch..... |

Part 2 (a) – Sole Proprietors

| | |
|---------------------|----------------|
| Your name in full | |
| Age | |
| Nationality | |
| Country of origin | |
| Citizenship details | |

Part 2(b) – Partnership

Give details of partners as follows:

| No | Name | Nationality | Citizenship details | Share |
|----|------|-------------|---------------------|-------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

Part 2(c) – Registered Company

| | | | | |
|---|--|--------------------|----------------------------|--------------|
| Private or Public | | | | |
| State the nominal and issued capital of the company | Nominal Kshs..... Issued..... | | | |
| Give details of all directors | Name | Nationality | Citizenship details | Share |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Date.....Signature of tenderer.....

If Kenyan, indicate “citizenship details”, whether by Birth, Naturalization or Registration.

(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

SECTION E: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. Certificate of Registration/ Incorporation.....(Attach copy)
2. State VAT Registration No..... (Attach copy)
3. PIN NO.(Attach copy)
4. Attach proof of being up to date in VAT and Income Tax Returns.....(Attach copy Of current Tax Compliance Certificate)
5. State if the company is a subject of bankruptcy proceeding, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law

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

09 JAN 2019

**SECTION F:
FINANCIAL POSITION & TERMS OF TRADE
PART I
FINANCIAL POSITION**

- I. Total Assets in Kshs.....
- II. Current Assets in Kshs.....
- III. Total Liabilities Kshs.....
- IV. Net worth (Total Assets – Total liabilities) in Kshs
- V. Working Capital (Total assets – Net worth) in Kshs

PART II

TERMS OF TRADE PAYMENTS

KOFC would wish to make payments after a Local Service Order has been issued to the supplier and deliveries made and accepted.
All Local Service Orders shall be on credit as may be stipulated in the Contract Agreement.

Confirm acceptance of this:

Acceptable/Not Acceptable

SECTION G: LITIGATION/ARBITRATION INCIDENTS

Litigation and Arbitration incidences

- a) Enumerate any past litigation and arbitration incidences encountered by the firm.
- b) State if the company is/ was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

SECTION H: CLIENTS DETAILS

Give details of at least 5 Reputable Organizations where you are supplying the category of goods/service applied for. (Attach Proof) "All eligible" categories only

1. Organization Name.....
Address.....
Tel No.
Contact Person.....
Position in the organization.....
E-mail Address.....
Signature of contact person.....Date.....
Company Stamp

2. Organization
Name.....
Address.....
Tel No.....
Contact Person.....
Position in the organization.....
E-mail Address.....
Signature of contact person.....
Date.....
Company Stamp

3. Organization Name.....
Address.....
Tel No.
Contact Person.....
Person.....

Position in the organization.....

E-mail Address.....

Signature of contact person.....

Date.....

Company Stamp

4. Organization Name.....

Address.....

Tel No.

Contact Person.....

Position in the organization.....

E-mail Address.....

Signature of contact person.....

Date.....

Company Stamp

5. Organization Name.....

Address.....

Tel No.

Contact

Person.....

Position in the organization.....

E-mail Address.....

Signature of contact person.....

Date.....

Company Stamp.....

SECTION I: MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least five key personnel proposed for administration and execution of the Contract. Attach Curriculum Vitae (CV's). The CVs should be duly signed by the proposed personnel. "All eligible" categories only

| Position | Name | Qualifications | Experience in proposed position |
|----------|------|----------------|---------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

SECTION J: PAST PERFORMANCE

Have you previously been supplying goods/services to Kenya Ordnance Corporation Commission? If yes, give details

.....
.....

..... Indicate three of the latest orders with KOFC

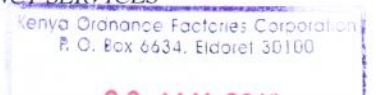
.....
.....
.....

..... Do you have any pending orders with KOFC? If so give details

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

..... Have you ever failed to honor KOFC LPO/LSO? If so give details

.....



SECTION K: DECLARATION

I/ We have completed these forms accurately at the time of application and it is agreed that all responses can be substantiated if requested to do so. I /We understand that any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped

Name.....

Position in the Company.....

Date.....