

SECTION I: INVITATION FOR PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

The Copy Cat Limited invites eligible and qualified firms to submit sealed applications for prequalification of suppliers for the Financial Years 2021 -2022 as per the below categories;

- 1) Structured Cabling Components
- 2) Electrical Installation
- 3) Cooling
- 4) Fire Detection & Suppression
- 5) Raised Floor
- 6) Access Control
- 7) Civil Works
- 8) Supply of Trunkings
- 9) Fibre Splicing
- 10) Supply of IT Accessories.
- 11) Supply of UPS

The document can be downloaded on our website www.copycatgroup.com.

Suppliers and service providers who meet the criteria for prequalification will be prequalified for the categories applied for and will form the list of suppliers who will be given tender/quotation documents to bid for supply of goods and services under those categories on, as and when required basis.

The registration documents, containing submission information, detailed terms and conditions of registration, may be inspected by the Procurement Office (**Reception**) located on the 1st floor at ENCEE Place, Muguga Green lane, Westlands during working hours.

The bidder shall submit an electronic copy of their completed registration document in PDF Format (Original) to the email supplierprequalification@copycatgroup.com with the email subject as per the Category bid.

REGISTRATION DOCUMENTS FOR SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR FINANCIAL YEARS 2021-2022

and addressed to:

**The Head of Procurement & Logistics,
The Copy Cat Limited,
P.O. Box 49872-00100,
Nairobi,**

The Copy Cat Limited reserves the right to accept or reject an application and is not obliged to assign reasons for its decision thereof save as provided under written law.

Any canvassing or giving of false information will lead to automatic disqualification.

SECTION II: INSTRUCTIONS TO CANDIDATES.

Introduction.

The Copy Cat Limited (TCCL) would like to invite interested candidates who MUST qualify by meeting the set criteria as provided by TCCL to perform the contract of supply of the goods/services to the Company.

Objective.

The main objective is to supply and deliver assorted items and provide services under relevant tenders/quotations as and when required during the period in the financial year 2021-2022.

Format and signing of applications.

The original of the registration document shall be typed or written in English and indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the applicant. The person(s) signing the registration document shall initial all pages of the tender where entries or amendments made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person(s) signing the registration document.

Qualification Criteria.

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms are to be completed by prospective suppliers who wish to be registered for submission of the prequalification category described by the client.

ESSENTIAL CRITERIA FOR PRE-QUALIFICATION/REGISTERED.

Experience:

The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

Personnel:

The names and pertinent information and CVs of the key personnel for technical & non-technical staff to execute the contract must be indicated in form.

Financial position:

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from the bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

Past performance:

Past performance as per category Bid will be given due consideration in pre-qualifying bidders. Letters of reference and/or certified copies of order/contracts from past customers should be included.

Statement:

Applications must include a sworn statement by the Tenderer ensuring the accuracy of the information given.

Withdrawal of Prequalification:

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the Copy Cat Ltd 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 Copy Cat Ltd reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

PREQUALIFICATION CRITERIA.

No	Required Information	Form Type	Points Score
1.	Mandatory Requirements	FORM 1	Mandatory
2.	Registration Data	FORM 2	20
3.	Confidential Business Questionnaire	FORM 3	10
4.	Supervisory Personnel	FORM 4	20
5.	Financial Position	FORM 5	20
6.	Past Experience	FORM 6	20
7.	Sworn Statement	FORM 7	10
		TOTAL	100

FORM 1: MANDATORY REQUIREMENTS

Mandatory Requirements	Remarks
Copy of Certificate of Incorporation/Registration	
Copy of PIN Certificate	
Current Tax Compliance Certificate from Kenya Revenue Authority	
Copy of VAT Certificate	
Copy of current Trade License from Local Authorities where applicable	
Copy of Current CR 12 (recent 12 Months) for Limited companies only or Copies of Identification Documents (IDs) for Directors of Partnerships and Sole proprietorships.	
MUST have adequate accessible business premises/business facility and equipment – attach lease agreement or ownership certificate or Utility bill (for last two months)	
MUST have certificate of the regulatory authority where necessary (The supplier must be registered with relevant bodies dealing with the product or service where applicable)	

FORM 2: REGISTRATION DATA

I/We _____ hereby apply for registration as supplier(s)

(Name of Company/Firm)

of _____

(Sub Category Description)

(Sub-Category Code No.)

Post Office Address: _____

Town: _____ Street: _____

Name of building: _____

Room/Office No.: _____ Floor No.: _____

Telephone Nos.: _____

Full Name of applicant: _____

Organization & Business Information.

Management Personnel: _____

Chief Executive: _____

Secretary: _____

General Manager: _____

Treasurer: _____

Other: _____

Partnership (if applicable).

Names of Partners: _____

Business founded or incorporated: _____

Under present management since: _____

Net worth equivalent Kshs: _____

Bank reference and address: _____

Bonding company reference address: _____

Enclose copy of organization chart of the firm indicating the main fields of activities

State any technological innovations or specific attributes which distinguish you from your competitor _____

Indicate terms of trade/sale: _____

FORM 3: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 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:

Business Name:
 Postal Address: Tel. No.:
 Email:.....
 Nature of business:
 Registration Certificate No.:
 Maximum value of business which you can handle at any one time Kshs.
 Name of your bankers: Branch:.....

Part 2(a) – Sole Proprietor:

Your name in full: Age
 Nationality:..... Country of origin:
 Citizenship details:.....

Party 2(b) – Partnership:

Give details of partners as follows;

	Name	Nationality	Citizenship	Details	Shares

Part 2(c) – Registered Company:

Private or public
 State the nominal and issued capital of the company –
 Nominal Kshs:.....
 Issued Kshs:.....

Give details of all directors as follows:

	Name	Nationality	Citizenship	Details	Shares

Date..... Signature of Tenderer

*If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

FORM 4: SUPERVISORY PERSONNEL

NB: Minimum CV to be shared three.

Copies of certificate.

Name of Bidder:			
Proposed Position:		Candidate <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Alternate	
Candidate information	Name of candidate	Date of birth	Nationality
Education			
Training/ Certification			
Professional Skills, Qualifications & Competencies			
Present Employment	Name & Address of Employer:		
	Office Telephone Number	Contact (Manager / Personnel Officer)	
	Email Address (Office email)		
	Job title of candidate	Years with present Employer	

Summarize professional experience, in reverse chronological order. Indicate particular technical and managerial experience.

From	To	Company/Project/ Position/Relevant technical and management experience

FORM 5: FINANCIAL POSITION

1. Attach a copy of firm's certified financial statements giving summary of assets and current liabilities or any other financial support for the last 2 years or certified Bank Statements for the last **Six (6) Months**
2. Attach letters of reference from the bankers regarding supplier's credit position.

FORM 6: EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST THREE YEARS

1st Client (Organization)

Name of Client (organization) _____

Address of Client (organization) _____

Name of Contact Person at the client (organization) _____

Designation _____

Telephone No. of Client _____

Value of Contract _____

Duration of Contract (date) _____

(Attach documental evidence of existence of contract)

2nd Client (Organization)

Name of Client (organization) _____

Address of Client (organization) _____

Name of Contact Person at the client (organization) _____

Designation _____

Telephone No. of Client _____

Value of Contract _____

Duration of Contract (date) _____

(Attach documental evidence of existence of contract)

3rd Client (Organization)

Name of Client (organization) _____

Address of Client (organization) _____

Name of Contact Person at the client (organization) _____

Designation _____

Telephone No. of Client _____

Value of Contract _____

Duration of Contract (date) _____

(Attach documental evidence of existence of contract)

NB: The information provided should be verifiable by either site visit or a phone call.

FORM 7: LITIGATION HISTORY

Name of Contract Supplier: _____

Suppliers/ Service providers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five year or currently under execution

Year	Award FOR or AGAINST Firm	Name of client, cause of litigation and matter in dispute	Disputed amount (current value, Kshs.)

FORM 8: SWORN STATEMENT

Having studied the pre-qualification / registered 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/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the ministry.
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the ministry 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.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process.

Date: _____

Applicant's Name: _____

Represented by: _____

Signature: _____

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