

# **THE COUNTY ASSEMBLY OF KITUI OFFICE OF THE CLERK**



## **PREQUALIFICATION DOCUMENT**

**FOR**

**PROCUREMENT OF GOODS AND SERVICES**

**TENDER REFERENCE NO. CAKITUI/PREQ/19/2017-2019  
PREQUALIFICATION FOR PROVISION OF AIR TRAVEL  
AGENCIE SERVICES (IATA/KATO REGISTERD)**

**P.O. Box 694– 90200  
KITUI**

**EMAIL: [kituiassembly@gmail.com](mailto:kituiassembly@gmail.com)**

**WEBSITE: [www.kituicountyassembly.org](http://www.kituicountyassembly.org)**

## Table of Contents

	<b>Page</b>
SECTION I - Invitation for prequalification .....	3
SECTION II - Instructions to Candidates.....	4
Appendix to Instructions to Candidates.....	7
SECTION III - Letter of application.....	8
SECTION IV - Standard Forms.....	11
General information - (Form1)	
Particular experience Record - (Form 2)	
Financial Capability - (Form 3)	
Request for Review - (Form RB 1)	

SECTION I - INVITATION FOR PREQUALIFICATION (IFQ)

**DATE: 31<sup>st</sup> MAY 2017**

**Tender No: (CAKITUI/PREQ/19/2017-2019)**

**Tender Name: *Prequalification for provision of air travel agencies services (IATA/KATO Registered)***

The County Assembly of Kitui, hereinafter referred as "Procuring entity" intend to prequalify candidates for the *provision of air travel agencies services (IATA/KATO Registered)*

1. Prequalification is open to all eligible bidders
2. Interested bidders may view the above tender document from the County assembly of kitui website [www.kituicountyassembly.org](http://www.kituicountyassembly.org) or at procurement office of the County Assembly during normal working hours upon payment of non-refundable fee of Kshs. 1,000.00 for tenders and No Payment for prequalification's, Mode of payment: banker's cheque payable to Kitui County Assembly. Tender document can be downloaded from the website free of charge and immediately register your details with our Procurement office by emailing your details to [kituiassembly@gmail.com](mailto:kituiassembly@gmail.com) for purpose of any clarifications or addenda.
3. A minimum requirement for qualification is to have been in business in the category under reference for at least 2 years
4. 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 the County Assembly HQ in Kitui or addressed to The Clerk to Assembly, County Assembly of Kitui, P.O Box 694 Kitui, so as to be received on or before **Thursday 15th June 2017 at 10.00 AM**.
5. 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**

### Table of Contents

	Page
2.1 Scope of tender .....	5
2.2 Submission of Applications .....	5
2.3 Eligible candidates .....	6
2.4 Qualification criteria .....	6
2.5 Updating prequalification information .....	6

## SECTION II - INSTRUCTIONS TO CANDIDATES

### 2.1 Scope of Tender

The County Assembly of Kitui, hereinafter referred to as The procuring entity intends to prequalify contractors for the following *provision of air travel agencies services*. *It is expected that prequalification applications will be submitted to be received by the procuring entity not later than Thursday 15th June 2017 at 10.00 AM*.

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

2.1.2 Information is as specified in the appendix to instructions to candidates. The contract will be a unit price/lump sum contract. The tender requirements will be on as and when required basis.

### 2.2 Submission of Application

6. Applications for prequalification shall be submitted in **sealed envelopes marked with the tender name and reference number and deposited in the tender box at the County Assembly HQ, (Former Municipal Council of Kitui), P.O Box 694, Kitui** so as to be received on or before **Thursday 15th June 2017 at 10.00 AM**.

2.2.1 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 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 firms 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 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub-contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)
- 2.4.3 General Experience. The applicant must have been in business in the category under consideration for at least 2 years.
- 2.4.4 Financial position. The applicant shall demonstrate that it has access to lines of credit and other financial means sufficient to meet contractual obligations
- 2.4.5 A bank statement for the last 2 years shall be submitted and must demonstrate the soundness of the applicant's financial position. Where necessary the procuring entity will make inquiries with the applicant's bankers.

## **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.

### A. Requirements

To qualify, bidders will be required to meet the following conditions:

#### I. MANDATORY REQUIREMENTS.

1. Must provide proof that they are registered with IATA/KATO
2. Must have fully completed Form (1) attached
3. Must provide certificates for both PIN/VAT
4. Must have a valid Tax compliance certificate from KRA.
5. Must provide company registration certificate
6. Adequate completion of Form (3).
7. Serialize/pagination the pages

#### II. TECHNICAL REQUIREMENT

NO	REQUIREMENTS	MAX SCORE
1	Provide a company profile	15
2	Provide proof of physical location by attaching copy of single business permit or lease agreement or utility bill, or any other proof	5
3	Provide a neat and properly bound e.g. spiral bind) tender document 5 marks and not bound zero marks	5
4	Attach copy of ID card of the owner/ owners or CR12	10
5	Have an experience of at least 2 year in business. <b>2 years 20 marks, 1 year 15 marks,6 months 10 marks and below 6 months 5 marks</b>	20
7	Attach current bank statement for the last six months or letter of line of credit from financial institution	15
8	Proof of having done similar assignment in the past	10
9	At least one of the key personnel must attach copy of diploma (general category) or certificate (technical category) in the related field with not less than one year experience in that field	20
	Total marks	100

### B. Evaluation Criteria

1. Under Preliminary examination, bidders will be required to meet all mandatory conditions to be qualified for technical stage.
2. Scores will be distributed as below:
  - A bidder who score a minimum of 70 marks and above under technical requirements will be prequalified

## **SECTION III - LETTER OF APPLICATION**

### **Notes on letter of application**

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.



**SECTION III- LETTER OF APPLICATION**

Date .....

To The County Assembly of Kitui  
Opposite Cathedral church  
P.O Box 694-90200  
KITUI.

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

Tender number	Tender name
1.	

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 following persons for further information.

All inquiries	
Name	Telephone 1

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
1. We confirm that if we bid, that bid, as well as any resulting contract, will be:
- a. signed so as to legally bind all partners, jointly and severally; and
  - b. submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
7. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

## **SECTION IV - STANDARD FORMS**

### **Table of Contents**

Form No.	Name	Page
1.	General information	13
2.	Particular experience record	14
3.	Financial capability	15
4.	Sample letter of notification	16
5.	Request for Review Form	17

## **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 2 - Particular Experience Record  
This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each member of or joint venture.
- Application Form 3 - Financial Capability  
This form shall be completed by every applicant and each member of a joint venture. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker`s information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last two years.
- Form RB1 - Request for Review  
This form is only to be filled by the tenderer when aggrieved by the Procuring Entity and submitted to the Review Board at anytime during the tender process but not later than 14 days after date of notification of award

## APPLICATION FORM (1)

### GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact person
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration
6.	Nature of business	Maximum value of business Ksh.

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

## APPLICATION FORM (2)

### PARTICULAR EXPERIENCE

#### DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant.
--------------------

1.	Number of contract	
	Name of Contract	
	Country	
2.	Name of employer	
3.	Employer address	

1.	Number of contract	
	Name of Contract	
	Country	
2.	Name of employer	
3.	Employer address	

1.	Number of contract	
	Name of Contract	
	Country	
2.	Name of employer	
3.	Employer address	

**APPLICATION FORM (3)**

**FINANCIAL CAPABILITY**

Name of Applicant .
---------------------

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	E mail

**NB:** Attach a bank statement for the last 2 years **OR** a letter of confirmation from a reputable financial Institution that reasonable business credit can be extended to your firm, on request.

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR CLERK TO ASSEMBLY.



**REQUEST FOR REVIEW FORM**

**FORM RB 1**

**REPUBLIC OF KENYA  
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of .....dated  
the...day of .....20.....in the matter of Tender No.....of .....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical  
address.....Fax No.....Tel No.....Email ....., hereby request the Public Procurement  
Administrative Review Board to review the whole/part of the above mentioned decision on the following  
grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

---