



**PRE-QUALIFICATION DOCUMENT FOR SUPPLIERS OF GOODS AND SERVICES**

**FOR THE 2023 and 2024 FINANCIAL YEARS**

CATEGORY NUMBER: .....

DESPCRPTION OF GOOD/SERVICE TO OFFER: .....

.....

NAME OF BUSINESS/APPLICANT.....

.....

*Fill the above page with refence on page 3,4 and 5 (CATEGORY A: Provision of services and  
CATEGORY B: Supply of General Goods)*

Table of Contents

1.1 Introduction.....	3
CATEGORY A: Provision of services. ....	4
CATEGORY B: Supply of General Goods. ....	5
SECTION II: INSTRUCTIONS TO APPLICANTS.....	6
2.1 Format and signing of Application. ....	6
2.2 Submission of Application. ....	7
2.3 Eligible bidders.....	8
2.4 Qualification Criteria.....	9
2.5 Cost of Application.....	10
2.6 Amendments of prequalification documents.....	10
2.7 Currencies.....	10
SECTION 3: IMPORTANT INFORMATION.....	10
3.0 Corrupt or fraudulent practices. ....	10
3.1 Confidentiality.....	11
3.2 Notification of Qualified Applicants.....	11
3.3 Youth Alive! Kenya’s rights to accept or reject applications.....	11
SECTION 4: SUMMARY OF DOCUMENTS REQUIRED. ....	11
SECTION 6 REFEREES.....	13
SECTION 7: AFFIDAVIT.....	14

## **SECTION I: INVITATION FOR PRE-QUALIFICATION**

### **1.1 Introduction.**

“Youth Alive! Kenya (herein referred to as Y.A.K.) is a youth-serving and youth-led Non-Governmental Organization (NGO) that works in partnership with youth organizations, civil society organizations, private sector, and government to advocate for youth responsive policies, legislation, and programs within Kenya in particular and the region through advocacy, mentorship and capacity development. Y.A.K. envisions **“A society where young people are empowered to realize their full potential”**.

Our projects are based on three thematic pillars; Good Governance; Economic Empowerment and Livelihoods; and Social Wellbeing and Gender Equity. We are currently working with over 84 youth organizations in 12 counties in Kenya – with ambitions to grow our outreach in Kenya. We believe in strengthening youth participation in the development agenda in line with the Sustainable Development Goals (SDGs) targets at the county, national, regional and global levels”.

To carry out its work, Youth Alive! Kenya is undertaking a supplier pre-qualification exercise for the selection of potential suppliers of various goods and services. This is to promote supplier partnerships and improve the quality of goods and services. In this regard, Youth Alive! Kenya invites applications for prequalification from eligible bidders for the supply of goods & services in the listed categories for the year 2023 and 2024 as per below categories;

**CATEGORY A: Provision of services.**

Please Tick	Category No.	Description
	Y.A.K/01/2023	Provision of car hire Services in the following counties; 1. Nairobi 2. Kiambu 3. Kajiado 4. Murang'a 5. Kirinyaga 6. Machakos 7. Uasin Gishu 8. Kisumu 9. Siaya 10. Kakamega 11. West Pokot 12. Mombasa
	Y.A.K/02/2023	Provision of hospitality services (Hotel Accommodation & Conference Facilities) in the following counties; 1. Nairobi 2. Kiambu 3. Kajiado 4. Murang'a 5. Kirinyaga 6. Machakos 7. Uasin Gishu 8. Kisumu 9. Siaya 10. Kakamega 11. West Pokot 12. Mombasa
	Y.A.K/03/2023	Provision of catering services in the following counties; 1. Nairobi 2. Kiambu 3. Kajiado 4. Murang'a 5. Kirinyaga 6. Machakos 7. Uasin Gishu 8. Kisumu 9. Siaya 10. Kakamega 11. West Pokot 12. Mombasa
	Y.A.K/04/2023	Provision of general printing services including design work.
	Y.A.K/05/2023	Provision of activity resource services; 1. Rapporteur 2. Event/Activity Facilitators 3. Master of Ceremony (MC) 4. Social Media Influencer 5. Sign Language Interpreter 6. Performing Artists

	Y.A.K/06/2023	Repair, maintenance & servicing of motor vehicle in Nairobi
	Y.A.K/07/2023	Provision of travel agency services including air and train ticket bookings
	Y.A.K/08/2023	Provision of photography, videography and event live streaming
	Y.A.K/09/2023	Repair, maintenance & servicing of computer equipment, printers and network
	Y.A.K/10/2023	Provision of consultancy services; <ol style="list-style-type: none"> <li>1. Team building activities</li> <li>2. Policy development</li> <li>3. Advocacy training</li> <li>4. Organisation development and system strengthening</li> <li>5. Safety and Security</li> <li>6. Mainstreaming (Youth and Gender)</li> <li>7. Monitoring and Evaluation</li> <li>8. Strategic Plan Review and Development</li> </ol>

**CATEGORY B: Supply of General Goods.**

Please Tick.	Category No.	Item Description
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	Y.A.K/11/2023	Supply of computer and networking equipment, software, printers and accessories.
	Y.A.K/12/2023	Supply of office stationery
	Y.A.K/13/2023	Supply of office furniture and fittings in Nairobi and Kisumu offices
	Y.A.K/14/2023	Supply of bottled drinking water in Nairobi and Kisumu offices
	Y.A.K/15/2023	Supply of branded promotional items & material (Banners, T-Shirts, bags, Pens, etc.)
	Y.A.K/16/2023	Supply of toners & cartridges in Nairobi and Kisumu offices

## SECTION II: INSTRUCTIONS TO APPLICANTS

### 2.1 Format and signing of Application.

- i. The applicants shall prepare one document comprising a prequalification document clearly marked with the category. *(Tick the category applying for on page 3 and 4 and highlight the same on page 1)*
- ii. The prequalification document shall be typed or written in indelible ink and shall be signed by a person fully authorized to sign.
- iii. The prequalification 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 initiated by the person or persons signing the pre-qualification.
- iv. Unless obtained directly from Youth Alive! Kenya, Y.A.K accepts no responsibility for the completeness of the document, responses to requests for clarification, the

minutes of the pre-application meeting (if any), or Addenda to the Prequalification Document. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.

- v. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

## **2.2 Submission of Application.**

The Applicant shall enclose the Application in a sealed envelope that shall:

- a) Bear the name and address of the Applicant;
- b) Be addressed to Youth Alive! Kenya – Finance Department; and
- c) The title should be the title of the goods/services applying for pre-qualification.
- d) Electronic copies of the pre-qualification document shall be sent to [finance@youthalivekenya.org](mailto:finance@youthalivekenya.org) together with all the attachments.

Youth Alive! Kenya will accept no responsibility for not processing any envelope that was not identified as required above.

### **2.2.1 Deadline for Submission of Applications**

Applicants may either submit their Applications by mail or by hand. Applications shall be received by Youth Alive! Kenya at the address indicated below and no later than **31 May, 2023, 1700HRS.**

Youth Alive! Kenya may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification timeline, in which case all rights and

obligations of Youth Alive! Kenya and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

**Please note the following;**

- a) Any prequalification document received after the deadline will be disqualified.
- b) All the information requested for prequalification shall be provided in English.
- c) Failure to provide information that is essential for effective evaluation of the applicant's qualification or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

**2.3 Eligible bidders**

- a) In the case of firms only suppliers registered with the registrar of companies under the laws of Kenya in respective merchandise or services are invited to submit their pre-qualification documents.
- b) Suppliers currently doing business with Youth Alive! Kenya are free to re-apply for this pre-qualification.
- c) The prospective suppliers are required to supply mandatory information for pre-qualification.
- d) The applicant shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
- e) Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Youth Alive! Kenya who:



- a. are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
- b. would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to Youth Alive! Kenya throughout the prequalification, ITT process and execution of the Contract.
- f) An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- g) An Applicant shall provide any other such documentary evidence of eligibility satisfactory to Youth Alive! Kenya, as Y.A.K shall reasonably request.

## **2.4 Qualification Criteria**

### ***Experience***

- a) Prospective bidders shall have at least 1 year of experience in the supply of goods, services, and allied items. The potential supplier should show competence, willingness, and capacity to service the contract following prequalification. Individual consultants shall show proof of academic or professional qualification.
- b) Prospective suppliers require special experience and capability to organize, supply and deliver services at short-term notice.

### ***Value for Money***

Prequalification will not only be based on the prices of goods or services on the supplier's price list but prequalification will be best on the quality of the goods or services at reasonable prices.

### ***Past Performance***

Past performance will be given due consideration in pre-qualifying bidders.

### **2.5 Cost of Application**

The applicant shall bear all costs associated with the preparation and submission of the prequalification documents.

### **2.6 Amendments of prequalification documents**

At any time prior to the deadline for submission of applications, Youth Alive! Kenya may, for any reason, whether at its initiative or in response to a clarification requested by a prospective applicant, notify the prequalification documents by issuing subsequent addenda.

The addendum thus issued shall be part of the prequalification documents and shall be communicated in writing.

### **2.7 Currencies.**

Prices shall be quoted in Kenyan Shillings.

## **SECTION 3: IMPORTANT INFORMATION**

### **3.0 Corrupt or fraudulent practices.**

Youth Alive! Kenya requires that applicants observe the highest standards of ethics during the procurement process and execution of contracts when used in the present conditions following terms as defined as follows:

- a) Corrupt practices mean offering a bribe, giving, receiving, or soliciting anything of value to influence the action of an official in the procurement process or in contract execution.

- b) Fraudulent practice means a misrepresentation in order to influence a procurement process or collusive practice among applicants designed to establish prices at artificial non-competitive levels.

### **3.1 Confidentiality**

Information relating to the examination, evaluation of applications, and recommendations for prequalification of the applications shall not be disclosed to other applicants or any other persons not officially concerned with the process.

### **3.2 Notification of Qualified Applicants**

Applicants whose applications are determined to be successful will be notified in writing by Youth Alive! Kenya.

### **3.3 Youth Alive! Kenya's rights to accept or reject applications**

Youth Alive! Kenya reserves the right to accept or reject any application, annul the prequalification process, and reject all applications, at any time prior to the approval of the contract without thereby incurring any liability to the affected applicant (s) or any obligation to inform the affected Applicants (s) of the grounds for Youth Alive! Kenya action.

## **SECTION 4: SUMMARY OF MANDATORY DOCUMENTS REQUIRED.**

Please respond as appropriate if you are a firm or an individual consultant.

<b>No.</b>	<b>Requirements</b>
1	Organization profile (or individual in case of individual consultant enclose CV)
2	Duly filled pre-qualification form
3	Relevant past experience
4	Price list of items in the selected bid category
<b>In addition, provide clear copies of the following</b>	

- a) Copy of Certificate of Registration of Business Name/ Incorporation
- b) KRA PIN Certificate.
- c) Certificate from relevant regulatory authorities where applicable
- d) KRA Tax Compliance Certificate
- e) Current CR12 for companies. – not less than last 6 months.

<b>PARTICULARS</b>	<b>RESPONSE</b>
<b>Name of the Organization</b>	
<b>Is your organization (please tick one)</b>	
i. A public limited company?	
ii. Public listed company?	
iii. A Limited Company?	
iv. A partnership?	
v. A sole trader?	
vi. Other (specify)	
Date of Registration	
Physical address of the business:	
Phone number:	
E-mail Address:	
Website address (if any)	
Name of Business Director(s)	

Associated companies (If any)	
Contact person within the organization to whom inquiries about this bid should be directed	
Full Name	
Title	
Phone Number	
E-mail Address	
State credit period (minimum proposed is 15 days)	
Price validity of bids (minimum proposed 30 days)	
Indicate average delivery time upon receipt of LPO	
The maximum value of the business which you can handle any one time	Kshs.....

**SECTION 6 REFEREES**

**A.) 1<sup>st</sup> referee organization**

1. Name of organization.....
2. Physical Address.....
3. Name of the contact person at the organization.....
4. Phone Number.....
5. Good/Services Contracted .....

(Attach reference letter)

**B) 2<sup>nd</sup> referee organization**

1. Name of organization.....
2. Physical Address.....
3. Name of the contact person at the organization.....
4. Phone Number.....
5. Good/Services Contracted .....

(Attach reference letter)

**SECTION 7: AFFIDAVIT**

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. We enclose all the required documents and information required for the pre-qualification.

Print name:\_\_\_\_\_

Signature:\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_



stamp