



OFFICE OF THE AUDITOR-GENERAL
Promoting Accountability in the Public Sector

**PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS & PROVISION OF
WORKS AND SERVICES FOR THE FINACIAL YEARS 2015/2016- 2016/2017**

TENDERER'S NAME:

CATEGORY NO:

ITEM DESCRIPTION:

SEPTEMBER 2015

TABLE OF CONTENTS

ITEM DESCRIPTION	Page
INTRODUCTION	3
SECTION I - Invitation for Prequalification	4
SECTION II - Instructions to Candidates.....	5
SECTION III - Standard Forms.....	18

SECTION I

-

INVITATION FOR PREQUALIFICATION

SECTION I - INVITATION FOR PRE-QUALIFICATION

1. The Office of the Auditor General hereinafter referred as “Procuring Entity” intends to prequalify candidates for Supply and Delivery for Goods, Works and Services as follows:

CATEGORY A: SUPPLY OF GOODS

S/NO.	REFERENCE NO.	ITEM DESCRIPTION	ELIGIBILITY
1.	OAG/A1/PRE/2015-2017	Supply of General Office Stationery	Special Groups
2.	OAG/A2/PRE/2015-2017	Supply, Delivery and Fitting of Office Carpets	Open
3.	OAG/A3/PRE/2015-2017	Supply of General Supplies (e.g Milk, sugar, cleaning materials, detergents, toiletries, etc)	Special Groups
4.	OAG/A4/PRE/2015-2017	Supply and Delivery of Office Furniture (Secretarial Chairs, Office Chairs, Tables, Work Stations and Executive Desks	Open
5.	OAG/A5/PRE/2015-2017	Supply and delivery of Office Equipment (Shredders, Metallic Filing Cabinets and Book Shelves)	Open
6.	OAG/A6/PRE/2015-2017	Supply and Delivery of Office Fittings and Furnishings	Open
7.	OAG/A7/PRE/2015-2017	Supply of Motor Vehicle Tyres, Tubes and Batteries	Open
8.	OAG/A08/PRE/2015-2017	Supply of Staff Uniforms	Open
9.	OAG/A09/PRE/2015-2017	Design, Production and Delivery of Information, Education and Communication (IEC)	Open

S/NO.	REFERENCE NO.	ITEM DESCRIPTION	ELIGIBILITY
		Materials and Publications	
10.	OAG/A10/PRE/2015-2017	Supply of Drinking Mineral Water	Special Groups
11.	OAG/A11/PRE/2015-2017	Supply of Newspapers, Periodicals and Magazines	Special Groups
12.	OAG/A12/PRE/2015-2017	Supply and Delivery of Hardware and Electrical Materials	Open
13.	OAG/A13/PRE/2015-2017	Supply of Electronics Equipment (Refrigerators, Microwaves, TV Sets, Water Dispensers and Air Conditioners)	Open
14.	OAG/A14/PRE/2015-2017	Supply and Delivery of Computers (Desktops, Laptops, Tablets, Workstation Computers	Open
15.	OAG/A15/PRE/2015-2017	Supply of Toners, Cartridges and Other Consumables	Special Group
16.	OAG/A16/PRE/2015-2017	Supply and Delivery of Office Printers (Desktop, Heavy Duty Printers) and Scanners	Open
17.	OAG/A17/PRE/2015-2017	Supply and Delivery of Routers, Switches, Firewalls, Modems, LAN Wireless Devises, Network Monitoring Tools, Fibre Optics Termination Boxes, Patch Panels, Cord Organizers and Network Cabinets	Open
18.	OAG/A18/PRE/2015-2017	Supply, Delivery, Installation and Support of Microsoft	Open

OAG Prequalification-2015-2017

S/NO.	REFERENCE NO.	ITEM DESCRIPTION	ELIGIBILITY
		Products	
19.	OAG/A19/PRE/2015-2017	Supply of Support of Oracle Server Products(Hardware Systems Oracle SPARC servers , Oracle Storage Systems etc)	Open
20.	OAG/A20/PRE/2015-2017	Supply, Delivery and Installation of Uninterruptible Power Supply (UPS), Automatic Voltage Regulators (AVR) and Power Stabilizers	Special Group
21.	OAG/A21/PRE/2015-2017	Supply, Delivery and Installation of Air Conditioning System	Open
22.	OAG/A22/PRE/2015-2017	Supply, Delivery and Installation of Fire Detection and Suppression Systems	Open
23.	OAG/A23/PRE/2015-2017	Supply, Delivery and Installation of IP-PABX and IP Telephone Systems.	Open
24.	OAG/A24/PRE/2015-2017	Supply, Delivery and Installation of Integrated Security Systems (IP Based, CCTV, Access Control)	Open
25.	OAG/A25/PRE/2015-2017	Supply, Delivery and Installation of Digital Conference Equipment (Overhead Mounted Screens and Projectors and Digital Sound System)	Open
26.	OAG/A26/PRE/2015-2017	Supply of ICT Spare Parts (Computers, Servers Storage	Open

OAG Prequalification-2015-2017

S/NO.	REFERENCE NO.	ITEM DESCRIPTION	ELIGIBILITY
		and Networks)	
27.	OAG/A27/PRE/2015-2017	Supply of support of oracle server products (Software Systems Oracle Audit Vault, Oracle Database, OBIEE etc)	Open
28.	OAG/A28/PRE/2015-2017	Supply Delivery of Virtualization software, Licensing and Support	Open
29.	OAG/A29/PRE/2015-2017	Supply Delivery of Data loss protection hardware and software, Licensing and Support	Open
30.	OAG/A30/PRE/2015-2017	Supply Delivery of Data Recovery software, Licensing and Support	Open
31.	OAG/A31/PRE/2015-2017	Supply Delivery of IT service management software, Licensing and Support	Open
32.	OAG/A32/PRE/2015-2017	Supply Delivery of IT Infrastructure , software Monitoring solutions software, Licensing and Support	Open

CATEGORY B : PROVISION OF SERVICES

S/NO	REFERENCE NO.	ITEM DESCRIPTION	ELIGIBILITY
1.	OAG/B1/PRE/2015-2017	Provision of Asset Tagging/Coding services	Special Groups
2.	OAG/B2/PRE/2015-2017	Provision of Travel and Air Ticketing Services – (IATA/ KATA registered firms only)	Open
3.	OAG/B3/PRE/2015-2017	Repair and Maintenance of Telephone Equipment, Fax Machines and PABX	Open
4.	OAG/B4/PRE/2015-2017	Provision of Outside Catering Services	Open
5.	OAG/B5/PRE/2015-2017	Repair , Support and Maintenance of Servers, Desktop Computers, Local Area Network, Printers, Copiers, Projectors and UPS units	Open
6.	OAG/B6/PRE/2015-2017	Provision of Fumigation and Sanitary Services	Special Groups
7.	OAG/B7/PRE/2015-2017	Repair and Maintenance of Air Conditioning and Refrigeration Equipment (National Construction Authority registered firms only)	Special Group
8.	OAG/B8/PRE/2015-2017	Provision of Interior Designs Decorations Services & Partitions	Open
9.	OAG/B9/PRE/2015-2017	Provision of Design and Printing Services (Diaries, Calendars, Newsletters and Reports)	Special Groups
10.	OAG/B10/PRE/2015-2017	Repair, maintenance and servicing of motor vehicles (CM&TE registered firms only)	Open

S/NO	REFERENCE NO.	ITEM DESCRIPTION	ELIGIBILITY
11.	OAG/B11/PRE/2015-2017	Provision of cleaning services (carpets, sofa sets, and curtains)	Special Groups
12.	OAG/B12/PRE/2015-2017	Provision of Courier Services	Open
13.	OAG/B13/PRE/2015-2017	Provision of Asset Valuation Services	Open
14.	OAG/B14/PRE/2015-2017	Provision of Car Hire and Taxi Services (State your geographical locations preferably Nairobi, Mombasa, Kisumu, Nakuru, Eldoret, Nyeri, Embu, Garissa Kakamega etc)	Open
15.	OAG/B15/PRE/2015-2017	Production of Documentaries	Open
16.	OAG/B16/PRE/2015-2017	Provision of Signage and Outdoor Advertising Services	Open
17.	OAG/B17/PRE/2015-2017	Maintenance of Integrated Security Systems (CCTV, Alarms and Access Control)	Open
18.	OAG/B18/PRE/2015-2017	Data Center Equipment Maintenance - Fire Suppression, Electrical Systems and related.	Open
19.	OAG/B19/PRE/2015-2017	Maintenance of Networks and Networking Equipment (Printers, Servers and System)	Open
20.	OAG/B20/PRE/2015-2017	Records Digitization Services	Open
21.	OAG/B21/PRE/2015-2017	Website Development and Maintenance	Special Groups
22.	OAG/B22/PRE/2015-2017	Supply and Maintenance of	Open

S/NO	REFERENCE NO.	ITEM DESCRIPTION	ELIGIBILITY
		Conference Equipment	
23.	OAG/B23/PRE/2015-2017	Provision of Small Works (Building Maintenance, Renovations and Other Civil Works)	Open
24.	OAG/B24/PRE/2015-2017	Provision of Training Services on Staff Induction and Staff Sensitization on Office matters.	Open
25.	OAG/B25/PRE/2015-2017	Provision of IT Training Services	Open
26.	OAG/B26/PRE/2015-2017	Provision of Training Services on Audit Methodologies	Open
27.	OAG/B27/PRE/2015-2017	Provision of IT Audit Training Services	Open
28.	OAG/B28/PRE/2015-2017	Provision of Training Services on Procurement Matters	Open
29.	OAG/B29/PRE/2015-2017	Provision of Training Services on Public Finance Management (IPSAS & IFRS)	Open
30.	OAG/B30/PRE/2015-2017	Provision of Training Services on Performance Audit (VFM)	Open
31.	OAG/B31/PRE/2015-2017	Provision of Training Services on Forensic Audit	Open
32.	OAG/B32/PRE/2015-2017	Provision of Training Services on Safety & Health Management	Open
33.	OAG/B33/PRE/2015-2017	Provision of Insurance Services (Underwriters only)	Open
34.	OAG/B34/PRE/2015-2017	Provision of Auctioneering Services	Open
35.	OAG/B35/PRE/2015-2017	Provision of Event Management Services	Special Groups

OAG Prequalification-2015-2017

CATEGORY C : CONSULTANCY SERVICES

S/NO.	REFERENCE NO.	ITEM DESCRIPTION	ELIGIBILITY
1.	OAG/C1/PRE/2015-2017	Provision of Consultancy on Change Management, Leadership, Team Building and other Management Programs	Open
2.	OAG/C2/PRE/2015-2017	Provision of Consultancy on Audit and Verification Services	Open
3.	OAG/C3/PRE/2015-2017	Provision of Consultancy on Audit and Environmental Waste Management Services	Open
4.	OAG/C4/PRE/2015-2017	Provision of other Audit Consultancies on (Energy , Infrastructure, Education Health etc)	Open
5.	OAG/C5/PRE/2015-2017	Provision of Consultancy on Public Relations and Communication Services	Open
6.	OAG/C6/PRE/2015-2017	Provision of Consultancy on Legal Services	Open
7.	OAG/C7/PRE/2015-2017	Provision of Consultancy on Estate Agency Services	Open
8.	OAG/C8/PRE/2015-2017	Provision of Consultancy on Human Resource Management Services	Open

2. Special Groups include **the Youth, Women and Persons with Disability who have been duly registered with the National Treasury (Directorate of Procurement) and they MUST show proof of registration by providing the certificate of registration.**

3. Pre-qualification documents containing detailed terms and conditions shall be downloaded from the **Office of the Auditor-General website** www.kenao.go.ke or www.supplier.treasury.go.ke. free of charge.
4. Completed pre-qualification documents in plain sealed envelopes clearly indicating the title of the item and the Reference Number and addressed to;

**The Auditor-General
Office of The Auditor-General
P.O. Box 30084-00100
NAIROBI**

Should be deposited in the Tender Box situated at **8th Floor Anniversary Towers on or before 17th September, at 10.30 AM.**

5. Applications will be opened immediately thereafter, in the presence of candidates or their representatives who choose to attend the opening meeting, at the **Board Room on the 4th Floor of Anniversary Towers.**
6. The Pre-Qualification Category applied for **MUST** be clearly indicated on the envelope.
7. Firms which were pre-qualified for the 2014-2016 financial years need to apply for consideration in the **2016-2017** financial year.

THE AUDITOR-GENERAL

SECTION II
-
INSTRUCTIONS TO CANDIDATES

SECTION II- INSTRUCTIONS TO CANDIDATES

Table of Contents

Item description	Page
Scope of Tender	14
Eligible candidates	14
Clarification of the Prequalification Document	14
Prequalification Data Forms.....	14
Qualification Requirements	15
Evaluation of the Prequalification	15
Submission of Applications	16
Withdrawal of the Prequalification.....	16

SECTION II - INSTRUCTIONS TO CANDIDATES

1.0. Scope of Tender

- 1.1 The **Office of The Auditor-General** hereinafter referred to as the procuring entity intends to prequalify Suppliers, Contractors and Service providers in various categories as contained in the invitation for qualification clause 1. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than **15th September 2015 at 10.30 am.**

Framework contracts, request for quotations or restricted tender will be made available only to those bidders who shall be found to be responsive upon successful completion of the pre-qualification process.

2.0 Eligible Candidates

- 2.1 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 under Invitation to Bid.
- 2.2 The procuring entity's employees, and their relatives (spouses and children) are not eligible to participate in this prequalification process.

3.0 Clarification of the Prequalification Document

Questions that may arise from the pre-qualification documents should be directed to the **Deputy Auditor-General – Cooperate Services**, whose address is **P.O Box 30084-00100, Nairobi, e-mail; info@oagkenya.go.ke**

4.0 Pre-qualification Data Forms

- 4.1 This document includes questionnaire forms and documents required of prospective bidders.
- 4.2 All the attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 are to be completed by prospective suppliers/contractors and service providers who wish to be pre-qualified for submission of tender in the specific category.

4.3 The pre-qualified application 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 in ink.

5.0 **Qualification Requirements**

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

I. Prequalification Data - PQ-1

II. Confidential Business Questionnaire- PQ-2

III. Litigation History-PQ-3

IV. Statutory Requirements- PQ-4

The firm must show proof that it is registered as required, has paid all its statutory obligations and possess a current Tax Compliance Certificate or exemption as the case may be, among others.

V. Financial Capability-PQ-5

The Supplier's financial condition will be determined either by the latest financial statements submitted with the prequalification documents, letters of reference from their bankers regarding suppliers/contractors credit position or their commitment in writing that they have the capacity to execute the contract once prequalified in case one is in the special group category. Potential bidders are required to provide evidence of the same.

VI. Past Performance/Experience- Form PQ-6

Letter of reference from past customers and evidence of having performed work must be attached.

VII. Sworn Statement - PQ-7

Application must include a sworn statement Form PQ-7 by the prospective bidder ensuring the accuracy of the information given.

5.2 In addition to the above, the firm must have a fixed business premise and must be registered in Kenya, with certificate of registration or incorporation/memorandum and Article of Association, copies of which must be attached.

6.0 **Evaluation of the prequalification**

Analysis of the bids will be based on meeting the minimum requirements in clause **5** above. The evaluation will be on either **pass or fail basis and only those firms determined** to be substantially responsive shall be considered pre-qualified.

6.1 The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant.

7.0 **Submission of Applications**

7.1 Applications for prequalification shall be submitted in sealed envelopes marked with the **Prequalification Category name and Reference Number** and deposited in the tender box situated at **8th Floor Anniversary Towers** or to be addressed to **The Auditor-General, Office of the Auditor-General, P.O. Box 30084-00100-Nairobi so as** to be received on or before **15th September, 2015 at 10.30 AM.**

7.2 All late applications will be rejected accordingly.

7.3 All information requested for the pre- qualification shall be provided in English language.

SECTION III

-

FORMS

FORM PQ-1 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as supplier(s)
(Name of Company/Firm)

of
(Item Description)

.....
(Category No.)

Post Office Address

E – Mail Address:.....Office Tel. No.

Mobile No. :.....

Town

Street

Name of building

Room/Office No.Floor No.

Telephone Nos.

Full Name of applicant

Other branches location (if any)

2. Organization & Business Information

OAG Prequalification-2015-2017

Management Personnel
Chief Executive / Director.....
Secretary:.....
General Manager (where applicable).....
Treasurer (where applicable):.....
Others

3. 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 and 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 competitors

.....

.....

.....

Indicate terms of trade/sale.....

FORM PQ-2

OFFICE OF THE AUDITOR-GENERAL

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. **(Attach KRA Form CR 12 that provides details of directors).**

You are advised that it is a serious offence to give false information on this form

Part I- General :	
Business Name	
Location of business premises.....	
Plot No. Street/Road.....	
Postal Address.....Tel. No.....	
E – Mail Address:..... Mobile No.	
Nature of business.....	
Current Trade License No.....Expiring date.....	
Maximum value of business which you can handle at any one time: Kshs.	
Name of your bankers.....Branch	
<input type="checkbox"/>	Part 2 (a) – Sole Proprietor Your name in full.....Age..... Nationality.....Country of origin..... *Citizenship details.....

<input type="checkbox"/>	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>																		
.....																		
.....																		
.....																		
.....																		
<input type="checkbox"/>	<p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Ksh</p> <p style="padding-left: 40px;">Issued Ksh</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Nationality</th> <th style="text-align: center;">Citizenship Details</th> <th style="text-align: center;">Shares</th> </tr> </thead> <tbody> <tr><td>1.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4.</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship Details	Shares																		
1.																		
2.																		
3.																		
4.																		
<p>DateSignature & Stamp of Candidate.....</p>																					

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

FORM PQ-4- STATUTORY REQUIREMENTS

All firms must provide:-

1. Copies of Certificate of Registration/incorporation.
2. Copy of VAT Registration Certificate.
3. Current Tax Compliance Certificate/exemption from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of your application).
4. Copies of KRA PIN Certificate of firm/company/individual.
5. Current Copy of Trading License/Permit from County government (where applicable)
6. Proof of registration with relevant regulatory bodies for categories that requires professional approvals (E.g. National Construction Authority for works, National Industrial Training Authority for training, Insurance Regulatory Authority for Insurance e.t.c.) where applicable.

NB: Business units owned by Special Groups i.e. Youth, Women and People with Disability shall be required to attach their Registration certificate with the National Treasury (Procurement Directorate) in accordance with the Public Procurement and Disposal (Preference and Reservations) Regulations, 2011.

FORM PQ -5 FINANCIAL CAPABILITY

1. Potential candidates shall be expected to attach two years audited accounts and or six months current bank statements.
2. Proof of access to credit facilities or proof of financial liquidity to finance the subsequent contracts.
3. For firms in the special group category, a commitment letter indicating that one has the financial capacity to execute contract(s) once prequalified.

FORM PQ-6 - PAST EXPERIENCE

NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1.
 - i) Name of Client (organization)
.....
 - ii) Address of Client (organization)
.....
 - iii) Name of Contact Person at the client (organization)
.....
 - iv) Telephone No. of Client
.....
 - v) Value of Contract
.....
 - vi) Duration of Contract (date)
(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts))
2. Name of 2nd Client (organization)
 - i) Name of Client (organization)
 - ii) Address of Client (organization)
 - vii) Name of Contact Person at the client (organization)
 - viii) Telephone No. of Client
.....
 - ix) Value of Contract
.....
 - x) Duration of Contract (date)
(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts))

3. Name of 3rd Client (organization)

i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

xi) Name of Contact Person at the client (organization)

.....

xii) Telephone No. of Client

.....

xiii) Value of Contract

xiv) Duration of Contract (date)

.....

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts))

FORM PQ-7 - SWORN DECLARATION/STATEMENT

Having studied the pre-qualification information provided above I/We 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 we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Quotations is issued and the legal, technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you 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.

Date:.....

Applicant's Name:.....

Represented by:.....

Signature:

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

Office of the Auditor-General, Anniversary Towers. P. O. Box 30084-00100, Nairobi, Kenya. Tel: +254-20-2227383, +254-20-3342330. Website: www.kenao.go.ke: Email: info@oagkenya.go.ke

