



KenGen

Kenya Electricity Generating Company Limited

KGN-ADM-09-2016

**PRE-QUALIFICATION TENDER FOR
MOTOR VEHICLE REPAIR SERVICES &
SUPPLY OF SPARE PARTS AND ACCESSORIES**

**Kenya Electricity Generating Company Limited
Stima Plaza Kolobot Road, Parklands
P. O Box 47936 – 00100, GPO NAIROBI.
Website: www.kengen.co.ke**

November, 2016

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SECTION A

INVITATION TO TENDER

The Company invites sealed tenders from eligible candidates for the Provision of Motor Vehicle Repair Services and Supply of Spares and Accessories as detailed in the Tender Documents.

Interested firms may obtain further information from, and inspect the Tender Document at the office of the Supply Chain Manager, Tel: (254) (020) 3666000/0711036000, Email: tenders@kengen.co.ke, flamba@kengen.co.ke

Supply Chain Director
Kenya Electricity Generating Company Limited
Ground Floor, Stima Plaza, Phase III
Kolobot Road, Parklands
P O Box 47936 - 00100
NAIROBI, KENYA.

Bidders are advised to be checking the website from time to time to check for any uploaded additional information on the tender or be collected from Supply Chain Division –Tenders Section on Official working hours. Prequalification documents are **FREE OF CHARGE**

Bid document is expected to have referenced table of contents and all the pages within the document must be paginated and serialised sequentially.

Complete set of document, **ONE** Original and **TWO** Copies clearly labelled and Original and Copy with clear Tender name and tender reference number to be addressed to,

Company Secretary and Legal Affairs Director
Kenya Electricity Generating Co. Ltd.
10th Floor , Pension Plaza II
Kolobot Road, Parklands
P O Box 47936 - 00100
NAIROBI, KENYA.

Tenders must be dropped in the tender box located on the ground floor of Stima plaza phase iii on or before **30th November 2016 at 10.00am**

Tenders will be opened on **the same day at 10.30am** the presence of the candidates' representatives who choose to attend at Stima Plaza Phase III, Executive Committee Meeting Room, 7th Floor.

SUPPLY CHAIN DIRECTOR

SECTION B

INFORMATION TO TENDERERS

1. INTRODUCTION

- 1.1 Tenderers are invited to submit a Pre-qualification tender for the provision of motor vehicle repair services and supply of spare parts & accessories listed in Appendix I for requirements in Nairobi, Mombasa, Kisumu, Naivasha, Embu, Murang'a, Migori, Eldoret and Kitale.
- 1.2 The Pre-qualification Tender Document and the Tenderers response thereof will be the basis for pre-qualification. Tenderers must familiarise themselves with the requirements described in this document and take them into account while preparing the tender response.
- 1.3 KenGen does not bind itself to assign any motor vehicle repair work or order spare parts but shall endeavour to ensure that tenders for specific goods and services will be treated equitably.
- 1.4 Any tenderer who is qualified may tender for one or all categories of items he qualifies for from the listed schedule in Appendix I.
- 1.5 Applicants will be informed in writing of the results of the application, without assigning any reason for KenGen's decision thereof.
- 1.6 Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.7 It is KenGen's policy to require that Tenderers observe the highest standard of professional ethics during the selection and execution of such contracts. In pursuance of this policy, KenGen:
 - (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of an officer of the Purchaser in the pre-qualification process.; and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non competitive levels and to deprive the Purchaser of the benefits of free and open competition.

- (b) will reject a tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - (c) will declare a Tenderer ineligible, for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
 - (d) Will have the right to examine financial records relating to the performance of such services to determine capability to deliver services.
 - (e) Will have the right to inspect the business premises of the tenderer.
- 1.8 Tenderers shall furnish information as described in the pre- qualification tender document.
- 1.9 Tenderers shall be aware of the provisions of fraud and corruption stated in standard contract under the clauses indicated in the Data Sheet.

2. DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION

- 2.1 Tenderers requiring any clarification on the Pre-qualification document may notify the procuring entity in writing or email at the entity's address indicated in the pre-qualification notice. Procuring entity will respond in writing to any request for clarification of the pre-qualification documents, which it receives not later than seven (7) days prior to the deadline for the submission of the pre-qualification documents, prescribed by the procuring entity. The Purchaser will respond in writing by normal postal mail or email to such requests and will send copies of the response to all Tenderers who intend to submit tenders.
- 2.2 At any time before the submission of Pre- Qualification documents, the Purchaser may, for any reason whether at its own initiative or in response to a clarification requested by a Tenderer, modify the tender documents by amendment. The amendment will be sent in writing by mail, email, or electronic mail to all Tenderers and will be binding on them. The Purchaser may at its discretion extend the deadline for the submission of Tenders.

3 PREPARATION OF PRE-QUALIFICATION DOCUMENT

- 3.1 Candidates should select specific motor vehicle maintenance service(s) or supply of goods listed in Appendix A and submit a pre-qualification application written in English language.

3.2 Technical Proposal

In preparing the technical proposal, candidates are expected to examine the documents comprising this Request for Pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.

- 3.3 Candidates are required to meet the qualification criteria stipulated in Section C. Those who do not meet the requirements need not submit tenders. Only tenders which fulfil these requirements will be considered for detailed evaluation.
- 3.4 The pre-qualification documents shall not include any financial proposal information other than the requested 12 months bank statement.

4 SUBMISSION, RECEIPT, AND OPENING OF TENDERS

- 4.1 The original Tender document shall be prepared in permanent ink. It shall contain no interlineation or overwriting except as necessary to correct errors made by the Tenderer. Any such corrections must be initialled by the person or persons who sign(s) the Tender Document.
- 4.2 An authorised representative of the Tenderer should initial all pages of the tender document.
- 4.3 The Tender should be prepared and submitted in ONE Original and ONE copies in a plain sealed envelope marked; PREQUALIFICATION OF MOTOR REPAIR AND SUPPLY OF SERVICES KGN-ADM-09-2016

and addressed to:

Company Secretary & Legal affairs Director
Kenya Electricity Generating Company Limited
10th Floor, Pension Plaza
Stima Plaza, Kolobot, Parklands Road
P.O. Box 47936-00100
NAIROBI

4.4 Deadline for Submission

The closing time for the Tender shall be **30th November 2016 at 10.00am** .and shall be sent to the above address. Tenders shall be marked on top **“Do not open before 30th November 2016 at 10.00am**

4.5 Late Document

Any document received after the closing time pursuant to clause 4.4 shall be rejected as a late tender and shall not be considered.

5.0 TENDER EVALUATION

5.1 General

Candidates shall not contact the KenGen on any matter relating to their tender from time of the opening of the tenders to the time the evaluation is finalised and official communication is sent to respective. Any effort by the candidates to influence the KenGen in the pre-qualification Tender Evaluation shall result in the rejection of their tender.

5.2 Evaluation of Technical Proposals

- 5.3 KenGen will examine the Pre-qualification documents to determine whether they are complete and generally in order to be determined as sufficiently responsive.
- 5.4 KenGen will carry out the evaluation of the Technical Proposals, on the basis of their responsiveness to the Terms of Reference.
- 5.5 Tenderers who will qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required by KenGen.
- 5.6 KenGen reserves the right to accept or reject any or all Tenders without the obligation to assign any reasons for its decision thereof.

CONFIDENTIALITY

- 6.1 Information relating to evaluation of Tenders and recommendations concerning pre-qualification shall not be disclosed to the Tenderers until the pre-qualified firms has been advised accordingly.

6.0 TERMS AND CONDITIONS OF BUSINESS

- 7.1 Tenderers should accept KenGen's official Orders for provision of services or supply of goods.
- 7.2 Payment terms will be thirty (30) days after date of delivery and Invoicing.
- 7.3 Applicants for motor vehicle repair services conducted at their premises will meet all the requirements stipulated in Section C:- Terms & Conditions of Motor Vehicle Repair Contract.
8. KenGen reserves the right to visit the physical garage /workshop premises to assess its capability to deliver the said services.
- 8.1 The language to submit pre-qualification documents is English.

Appendix to Instructions to Tenderers

The following information for procurement of small works shall complement or amend the provisions of the instructions to tenderers.

Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

Instructions to tenderers	Particulars of appendix to instructions to tenderers
Eligibility	This tender is Open to all eligible and qualified Service Providers in Kenya.
Clarifications	Request for clarification on the tender should be sent to tenders@kengen.co.ke and copied to flamba@kengen.co.ke . This must be done not later than 5 days prior to tender closure. Bidders are advised to be checking the KenGen website from time for any uploaded information on the tenders.
Tender validity	Tender will be valid for 120days applicable
Tender closure	Tender closes on 30th November 2016 at 10.00am
Evaluation Criteria	<p>Preliminary /Mandatory Requirements <i>Bidder Must attach</i></p> <ul style="list-style-type: none"> a) Evidence of Physical address – Operational Registered office. <ul style="list-style-type: none"> - With office and staff - With e-mail services, office telephone for communication b) Copy of the current valid Trade licence c) Copy of Certificate of Incorporation/Registration. d) Must Possess valid legal licence to conduct vehicle repair business within the premises in e) Copy of valid Tax Compliance Certificate. f) Commendation letters from three (3) clients g) Certificate of Insurance of business against accidental damage to property, fire and theft. h) Duly filled Prequalification questionnaire i) Duly filled and signed confidential business questionnaire as provided. j) Duly filled Respective Bidding Schedule k) Audited financial statement for the last two years l) Must possess valid business insurance cover within the business premises against the following: - Minimum Premium of Ksh 10,000, 000 per annum. <ul style="list-style-type: none"> i) Theft of property, vehicles or vehicle parts and accessories (ii) Damage to property, vehicles or vehicle parts due to fire. (iii) Accidental damage to property or vehicles, while under repairs.

COMPLETENESS OF TENDER

Bidder must meet the following

- i. Document organization and serialization of all pages as required.
- ii. Completeness of tender - Submission of required number of copies , duly filled and signed forms
- iii. Must indicate the schedule of interest which evaluation team will use for further consideration
- iv. KenGen may at its own discretion conduct due diligence on the eligible bidders to establish their ability to perform the contract

Schedule number		Bidder indicate by (√)	Physical Locations	Evaluators Recommendations
1	A. Main Dealers – Franchise Holders			
	B. Five (5) Spanner Rated Garage			
	C. Three (3) Spanner Garage			
2	Supply of Genuine Motor vehicle Spare parts			
3	Motor vehicle body building ,Panel Beating and Spray Painting			
4	Engineering fabrication,Fittings,machining of parts and supply of fasteners			
5	Motor Vehicle recovery and towing services			
6	Motor vehicle speed governors, Limiters and Alarm System			
7	Upholstery cleaning			
8	Servicing ,Calibration and repair of motor vehicle injectors and injector pumps			
9	Supply of vehicle batteries, Battery acid and distilled water			
10	Tyre Fitting, Wheel balancing and wheel alignment services			
11	Automotive Electrical & Electric Repair and Radio repair			
12	Servicing and repair of Hydraulic systems and Equipment's			

TECHNICAL EVALUATION

	Description of goods or Services	Requirement Specifications	Evaluation committee Recommendations
1A	General service and repair of Motor Vehicles	Provide certified copy of Manufacturer's Authorisation	
1B	General service and repair of Motor Vehicles	Automobile Association of Kenya rating certificate Secure Workshop facility:- 1. Stone Perimeter wall 2. At least 2 security guards	
1C	General service and repair of Motor Vehicles	Workshop with facilities as per Schedule 1 C, Three (3) spanner rating	
2	Supply of Motor vehicle spare parts and accessories	Requirements as per schedule 2 below	
3	Motor vehicle panel beating and spray painting	Requirements as per schedule 3 below	
4	Engineering fabrication, fittings, machining of parts and supply of fasteners	Requirements as per schedule 4 below	
5	Motor Vehicle Recovery and towing services	Requirements as per schedule 5 below	
6	Motor Vehicle speed governors, limiters and alarm systems	Requirements as per schedule 6 below	
7	Upholstery cleaning	Cleaning facility as per schedule 7 below	
8	Servicing, calibration and repair of motor vehicle injectors and injector pumps	Requirements as per schedule 8 below	
9	Supply of Batteries, battery acid and distilled	Requirements as per schedule 9 below	

	water		
10	Tyre fitting, wheel balancing and wheel alignment services	Requirements as per schedule 10 below	
11	Automotive electrical & electronic repairs and radio repair services	Requirements as per schedule 11 below	
12	Servicing and Repairs of Hydraulic System and Equipment's	Requirements as per schedule 12 below	

NOTE:

1. Evaluation under this criteria will include and not limited to KenGen at its own discretion conduct due diligence on the eligible bidders to establish their ability to perform the contract to verify the information provided in preliminary /Mandatory requirement but also the technical capacity applicable to this tender
2. For every schedule with objective points, the minimum qualify score is **60%** of the total score. All the mandatory requirements must be met for consideration

A. MAIN DEALERS – FRANCHISE HOLDERS

	Description	Requirement	Tenderer's offer
1	Certificate of registration	Provide certified copy of Certificate of registration (Mandatory)(Y/N)
2	Manufacturers Authorization	Provide certified copy of Manufacturer's Authorisation (Mandatory)(Y/N)
Facility			
1	Registered Office	Physical and postal addresses (Mandatory)	Location of office Building..... Road..... Postal Address..... Town.....
2	Branches	1. Nairobi 2. Kisumu 3. Kitale 4. Naivasha 5. Embu 6. Muranga 7. Thika 8. Mombasa 9. Migori	Mark with √ the location of branch (s) 1. Nairobi(Y/N) 2. Kisumu.....(Y/N) 3. Kitale.....(Y/N) 4. Naivasha.....(Y/N) 5. Embu(Y/N) 6. Muranga.....(Y/N) 7. Thika.....(Y/N) 8. Mombasa.....(Y/N) 9. Migori.....(Y/N)

B. FIVE (5) SPANNER RATED GARAGE

	Description	Requirement	Tenderer's offer
	Certification		
1	Certificate of registration	Provider of Motor vehicle maintenance services (Mandatory)	Copy submitted(Y/N)
2	Automobile Association of Kenya rating certificate	Five (5) spanner (Mandatory)	Copy submitted(Y/N)
3	Ministry of Public works certificate	Certificate (10 points)	Copy submitted(Y/N)
	Professional Qualifications		
1	Workshop Manager	Degree Mechanical /Automobile Engineer HND Auto/Mech. Eng. or equivalent One (1) Manager (Minimum 3 years' experience) Attach CV with copy of certificates (10 points)	Attach CV of Workshop Manager and Copy of certificates Submitted.....(Y/N)
2	Workshop supervisor	Diploma Mechanical Engineer / Diploma Automobile Engineering or equivalent Two (2) supervisors Attach CV with copy of certificates (Mandatory)	Attach CV and Copy of certificates of Workshop supervisors Submitted
3	Mechanics	Automotive Craftsman / Artisan certificate / Government Trade test grade III Five (5) Mechanics (Minimum 3 years experience) (5-1 Points) Two (2) Auto electricians (Minimum 3 years' experience) (2-1 points) Attach CV with copy of certificates (7 points)	Attach CV and Copy of certificates of Mechanics Auto electricians and other Artisans Submitted
	Workshop Facility		
1	Physical premises	Furnished Workshop Office with Telephone, computer (s) and Printer /scanner (Mandatory)	Location of premises Building..... Road..... Town (To be verified through visit)
2	Secure Workshop facility	1. Stone Perimeter wall (Mandatory) 2. At least 2 Security guards (Mandatory) 3. Security alarm system (2 Points)	1. Stone Perimeter wall (Y/N) 2. At least 2 security guards (Y/N) 3. Security alarm system (Y/N) (To be verified through visit)
3	Insurance	1. Theft and Burglar 2. Fire 3. Accident/ incident 4. Riots 5. WIBA Attach copies of Insurance policy (Mandatory)	Attach copies of Insurance policy covering 1. Theft and Burglar 2. Fire 3. Accident/ incident 4. Riots 5. WIBA
4	Work bays	1. At least five (5) bays (5-1 points) 2. One (1) Inspection pit / Ramp (1 points)	1. No. of bays

		(Total 6 points)	2. Inspection pit/ramp
5	Electrical shop	Auto electric test equipment 1. Battery Charger 1 No. (2 points) 2. Battery tester 1 No. (2 points) 3. Arch welder 1 No. (2 points) 4. Electrical tool boxes 5 No. (2 points) 5. Test bench (2 points) (10 points)	1. Battery Charger 1 No.(Y/N) 2. Battery tester 1 No.(Y/N) 3. Arch welder 1 No.(Y/N) 4. Number of Electrical tool boxes. 5. Test bench(Y/N) (To be verified through visit)
6	Mechanical shop	1. Heavy duty lift jacks 5 No. (2 points) 2. Support stands 20 No. / Pneumatic lift (2 points) 3. Mechanical tool boxes 5 No. (2 points) 4. Mechanical Work benches with vices & grinders (2 points) 5. Bench/hand drilling machines (2 points) (Total 10 points)	1. Heavy duty lift jacks(Y/N) 2. Support stands / Pneumatic lift(Y/N) 3. Number of Mechanical tool boxes(Y/N) 4. Mechanical Work benches with vices & grinders(Y/N) 5. Bench/hand drilling(Y/N) (To be verified through visit)
7	Body shop	1. Spray painting booth 1 No. (5 points) 2. Air Compressor 100 PSI 1 No. (2 points) 3. Spray painting equipment 1 No. (2 points) 4. Panel beaters tool box 2 No. (2 points) 5. Body jack (2 points) (Total 13 points)	1. Spray painting booth(Y/N) 2. Air Compressor 100 PSI(Y/N) 3. Spray painting equipment(Y/N) 4. Panel beaters tool box.....(Y/N) 5. Body jack(Y/N) (To be verified through visit)

C. THREE (3) SPANNER GARAGE RATED

	Description	Requirement	Tenderer's offer
	Certification		
1	Certificate of registration	Provider of Motor vehicle maintenance services (Mandatory)	Copy submitted(Y/N)
2	Automobile Association of Kenya rating certificate	Three (3) spanner (Mandatory)	Copy submitted(Y/N)
3	Ministry of Public works certificate	Certificate (10 points)	Copy submitted(Y/N)
	Professional Qualifications		
2	Workshop Manager /supervisor	Diploma Mechanical Engineer / Diploma Automobile Engineering or equivalent At least One (1) supervisors (Mandatory) Attach CV with copy of certificates	Attach CV and Copy of certificates of Workshop Mgr./ supervisor Submitted(Y/N)
3	Mechanics	Automotive Craftsman / Artisan certificate / Government Trade test grade III Five (5) Mechanics (Minimum 3 years' experience) (5-1 Points) Two (2) Auto electricians (Minimum 3 years experience)	Attach CV and Copy of certificates of Mechanics Auto electricians and other Artisans Submitted(Y/N)

		(2-1 points) Attach CV with copy of certificates (7 points)	
Workshop Facility			
1	Physical premises	Furnished Workshop Office with computer (s) and printer (s) (Mandatory)	Location of premises Building..... Road..... Town (To be verified through visit)
2	Secure Workshop facility	1. Stone Perimeter wall (Mandatory) 2. At least 2 Security guards (Mandatory) 3. Security alarm system (2 Points)	1. Stone Perimeter wall (Y/N) 2. Security guards (Y/N) 3. Security alarm system (Y/N) (To be verified through visit)
3	Insurance	1. Theft and Burglar 2. Fire 3. Accident/ incident 4. Riots 5. WIBA Attach copies of Insurance policy (Mandatory)	Attach copies of Insurance policy covering 1. Theft and Burglar(Y/N) 2. Fire(Y/N) 3. Accident/ incident(Y/N) 4. Riots(Y/N) 5. WIBA(Y/N)
2	Work bays	1. At least five (5) bays (5-1 points) 2. One (1) Inspection pit / Ramp (1 points) (Total 6 points)	1. No. of bays 2. Inspection pit/ramp(Y/N)
3	Electrical shop	Auto electric test equipment 1. Battery Charger 1 No. 2. Battery tester 1 No. 3. Arch welder 1 No. 4. Electrical tool boxes 5 No. 5. Test bench (Mandatory)	1. Battery Charger 1 No.(Y/N) 2. Battery tester 1 No.(Y/N) 3. Arch welder 1 No.(Y/N) 4. Number of Electrical tool boxes. 5. Test bench(Y/N) (To be verified through visit)
4	Mechanical shop	Heavy duty lift jacks 3 No. Support stands 20 No. Mechanical tool boxes 3 No. Work benches with mechanical (Mandatory)	1. Heavy duty lift jacks(Y/N) 2. Support stands / Pneumatic lift(Y/N) 3. Number of Mechanical tool boxes(Y/N) 4. Mechanical Work benches with vices & grinders(Y/N) 5. Bench/hand drilling(Y/N) (To be verified through visit)
5	Body shop	1. Air Compressor 100 PSI 1 No. 2. Spray painting equipment 1 No. 3. Panel beaters tool box 2 No 4. Gas welding set (Mandatory)	1. Air Compressor 100 PSI(Y/N) 2. Spray painting equipment(Y/N) 3. Panel beaters tool box(Y/N) 4. Gas welding set(Y/N)

SCHEDULE 2: SUPPLY OF GENUINE MOTOR VEHICLE SPARE PART SUPPLIERS

Tenderers bidding for Supply of **Genuine** Motor Vehicle spare parts provide the following:-

	Description	Requirement	Tenderer's offer
	Certification		
1	Certificate of registration	Supplier / Vendor of Motor vehicle Spare parts & Accessories (Mandatory)	Copy submitted(Y/N)
2	Manufacturer Authorization as Agents to supply genuine spare parts for various models including:- (Toyota, Nissan, Mitsubishi, Isuzu, Daihatsu, VW, Scania, Ford, Mercedes, Scania, Tata, and any other motor vehicle model	Certified copy of Manufacturer Authorization four (4) points per model. (Mandatory)	Copies submitted(Y/N)
	Capacity to supply		
1.	Physical premises	Registered physical supply outlet (s) (Mandatory)	Location of premises Building..... Road..... Town (To be verified through visit)
2.	Ability to supply genuine parts	Evidence of spare part stocks 1. Physical stocks 2. Supply transactions records – Current Orders & delivery records (Valued over 6 million over the last 1 year) (Mandatory)	1. Physical stocks(Y/N) 2. Copies of current Supply orders and transaction records for the last 1 year(Y/N) (To be verified through visit)
3.	Personnel qualification	1. Certificate in Supplies management 2. Experience in Spare part sales (Proof of period in spare sales business) (Mandatory)	Attach copy of CV and certificates 1.(Y/N) 2.(Y/N)
4.	Financial capability	Audited Accounts for the last year 2016/16 or last six month bank statement Turnover at least 3 million (Mandatory)	Copy Submitted(Y/N)
5.	Commendation from previous clients	Three commendation letters from key clients obtained during tender period (Mandatory)	3 letters Submitted(Y/N)
6	Supply Network	Branch (s) give towns and physical location addresses. 1. One (1) 2. More than two (2) (Total 2&4 points)	Give physical addresses of branches 1. 2.

SCHEDULE 3: MOTOR VEHICLE BODY BUILDING, PANEL BEATING AND SPRAY PAINTING

	Description	Requirement	Tenderer's offer
	Certification		
1	Certificate of registration	Motor Vehicle Body Building, Panel Beating And Spray Painting Services (Mandatory)	Copy submitted(Y/N)
2	Automobile Association of Kenya certificate	Certificate (10 points)	Copies submitted(Y/N)
3	Ministry of Public works certificate	Certificate (10 points)	Copies submitted(Y/N)
	Workshop capacity		
1	Welding & Panel Beating	1. Panel beaters tool box and equipment's. (Mandatory) 2. Welding arc and gas sets (2 points) (Mandatory)(Y/N)(Y/N)
2	Spray painting & body shop	1. Spray painting booth 1 No. 2. Air Compressor 100 PSI 1 No. 3. Spray painting equipment's 1 No. (Mandatory)(Y/N)(Y/N)(Y/N)
	Capacity to do works		
1	Physical premises	Furnished Workshop Office with Telephone, computer (s) and Printer /scanner (s) (Mandatory)	Location of premises Building..... Road..... Town..... (To be verified through visit)
3.	Personnel qualification	1. Panel Beating craftsman certificate 2. Experience in Panel Beating 3. Automotive Engineering (Mandatory)	Attach CV and copy of certificates
4.	Financial capability	Audited Accounts for the last 1 year or last six (6) month bank statement 2016/16 turnover not less than 1 million (Mandatory)	Submitted (Y/N)
5.	Commendation from previous clients	Three commendation letters from clients obtained during tender period (Mandatory)	1. 3 letters Submitted(Y/N)
2	Secure Workshop facility	1. Stone Perimeter wall (Mandatory) 2. At least 2 Security guards (Mandatory) 3. Security alarm system (2 Points)	2. Stone Perimeter wall (Y/N) 3. Security guards (Y/N) 4. Security alarm system (Y/N) (To be verified through visit)
3	Insurance	1. Theft and Burglar 2. Fire 3. Accident/ incident 4. Riots 5. WIBA Attach copies of Insurance policy (Mandatory)	Attach copies of Insurance policy covering 1. Theft and Burglar(Y/N) 2. Fire(Y/N) 3. Accident/ incident(Y/N) 4. Riots(Y/N) 5. WIBA(Y/N)
4	Work bays	1. At least five (5) bays (5-1 points) 2. One (1) Inspection pit / Ramp (1 points) (Total 6 points)	1. No. of bays..... 2. Inspection pit/ramp.....(Y/N)

SCHEDULE 4: ENGINEERING FABRICATION, FITTINGS, MACHINING OF PARTS AND SUPPLY OF FASTENERS

	Description	Requirement	Tenderer's offer
	Certification		
1	Certificate of registration	Engineering fabrication, fittings, machining of parts and supply of fasteners (Mandatory)	Copy submitted(Y/N)
3	Ministry of Public works certificate	Certificate (10 points)	
	Capacity to do works		
1	Physical premises	Furnished Workshop Office with Telephone, computer (s) and Printer /scanner (s) (Mandatory)	Location of premises Building..... Road..... Town (To be verified through visit)
3.	Personnel qualification Workshop Manager/supervisor	1. Diploma in Mechanical Engineering (5 points) 2. Experience in Engineering Fabrication & machining services (5 points) Attach CVs and proof of experience (Total 10 points)	Attach CV and copy of certificates
4.	Workshop Craftsmen	1. CVs for at least three (3) Craftsmen with Mechanical Engineering certificates 2. Proof of 3 years work experience (Mandatory)	Attach CV and copy of certificates Attach proof 3year experience
5.	Financial capability	Audited Accounts for the last 1 year or last six (6) month bank statement 2016/16 turnover not less than 1 million (Mandatory)	Submitted (Y/N)
6	Commendation from previous clients	Three commendation letters from clients obtained during tender period (Mandatory)	6. 3 letters Submitted(Y/N)
	Workshop capacity		
1.	Welding and fabrication	1. Workshop space 2. Lathe machine 3. Grinder 4. Drill bench 5. Workshop work bench 6. Mechanical cutters (Mandatory)	Availability of adequate workshop capacity 1. At least 5 bay Workshop(Y/N) 2. Lathe machine(Y/N) 3. Grinder(Y/N) 4. Drill bench.....(Y/N) 5. Workshop work bench ... (Y/N) 6. Mechanical cutters.....(Y/N)
2.	Work done	Evidence of work done Recent Orders & delivery notes last 1 year (Mandatory)	Submitted(Y/N)

SCHEDULE 5: MOTOR VEHICLE RECOVERY AND TOWING SERVICES

	Description	Requirement	Tenderer's offer
	Certification		
1.	Certificate of registration	Provider of Motor Vehicle Recovery and Towing Services (Mandatory)	Submitted(Y/N)
2.	Automobile Association of Kenya appointment certificate	Appointment Certificate (Mandatory)	Submitted(Y/N)
3.	Availability of towing units	Motor vehicle recover Fleet at least 2 truck (Mandatory)	No. of towing trucks.....

SCHEDULE 6: MOTOR VEHICLE SPEED GOVERNORS, LIMITERS AND ALARM SYSTEMS

	Description	Requirement	Tenderer's offer
	Certification		
1	Certificate of registration	Provider of Motor Vehicle Speed Governor, limiter and Alarm Systems (Mandatory)	Submitted(Y/N)
2	Manufacturers Authorisation for brands.	Provide Manufacturers authorisation copy (Mandatory)	Submitted(Y/N)
3	Kenya Bureau of Standards	Certificate of Inspection of devices (Mandatory)	Submitted(Y/N)
4	MoPW certificate	Approval Certificate (10 points)	Submitted(Y/N)
5	Physical premises	Registered physical supply outlet (s) (Mandatory)	Location of premises Building..... Road..... Town (To be verified through visit)

SCHEDULE 7: UPHOLSTERY CLEANING

	Description	Requirement	Tenderer's offer
	Certification		
1	Certificate of registration	Provider of Upholstery cleaning services (Mandatory)	
2	Local Authority permit	Certificate (Mandatory)	
3	Physical premises	Registered physical supply outlet (s) (Mandatory)	Location of premises Building..... Road..... Town (To be verified through visit)
4	Washing bays	1. Number of washing bays 2. Drainage system 3. Water supply system 4. Undercarriage access (Mandatory)	
5	Equipment	1. High Pressure washing machine(s), equipment,s and accessories (Mandatory)	

**SCHEDULE 8: SERVICING, CALIBRATION AND REPAIR OF MOTOR VEHICLE
INJECTORS AND INJECTOR PUMPS**

	Description	Requirement	Tenderer's offer
	Certification		
1	Certificate of registration	Repair, servicing and calibration of injectors and injector pumps (Mandatory)	Copy submitted(Y/N)
2	Manufacturer Authorization as Agents to supply automotive accessories	Certified copy of Manufacturer Authorization as agent for products (Mandatory)	Copies submitted(Y/N)
	Capacity to supply		
1.	Physical premises	Registered physical supply outlet (s) (Mandatory)	Location of premises Building..... Road..... Town..... (To be verified through visit)
2.	Ability to supply and service injectors and injector pumps	Evidence of automotive accessories stocks 1. Physical stocks 2. Supply transactions records – Current Orders & delivery records (Mandatory)	1. Physical stocks(Y/N) 2. Copies of current Supply orders and transaction records for the last 1 year(Y/N) (To be verified through visit)
3.	Commendation from previous clients	Three commendation letters from clients obtained during tender period (Mandatory)	Three (3) letters Submitted(Y/N)

SCHEDULE 9: SUPPLY OF VEHICLE BATTERIES, BATTERY ACID AND DISTILLED WATER

	Description	Requirement	Tenderer's offer
	Certification		
1	Certificate of registration	Supplier / Vendor of Motor vehicle batteries (Mandatory)	Copy submitted(Y/N)
2	Manufacturer Authorization as Agents to supply automotive accessories	Certified copy of Manufacturer Authorization as sales agent for products (Mandatory)	Copies submitted(Y/N)
	Capacity to supply		
1.	Physical premises	Registered physical supply outlet (s) (Mandatory)	Location of premises Building..... Road..... Town..... (To be verified through visit)
2.	Ability to supply automotive batteries and accessories	Evidence of automotive batteries stocks 1. Physical stocks 2. Supply transactions records – Current Orders & delivery records (Mandatory)	3. Physical stocks(Y/N) 4. Copies of current Supply orders and transaction records for the last 1 year(Y/N) (To be verified through visit)
3	Commendation from previous clients	Three commendation letters from clients obtained during tender period (Mandatory)	Three (3) letters Submitted(Y/N)

SCHEDULE 10: TYRE FITTING, WHEEL BALANCING AND WHEEL ALIGNMENT SERVICES

	Description	Requirement	Tenderer's offer
	Certification		
1	Certificate of registration	Tyre Fitting, Wheel Balancing And Wheel Alignment Services (Mandatory)	Copy submitted(Y/N)
	Capacity to supply		
1.	Physical premises	Registered physical business address (Mandatory)	Location of premises Building..... Road..... Town..... (To be verified by a visit)
2.	Ability to provide Tyre Fitting, Wheel Balancing And Wheel Alignment Services	Evidence of automotive accessories stocks 1. Physical stocks 2. Supply transactions records – Current Orders & delivery records (Mandatory)	1. Physical stocks(Y/N) 2. Copies of current Supply orders and transaction records for the last 1 year(Y/N) (To be verified by a visit)
3.	Commendation from previous clients	Three commendation letters from clients obtained during tender period (Mandatory)	3 letters Submitted(Y/N)

SCHEDULE 11: AUTOMOTIVE ELECTRICAL & ELECTRONIC REPAIRS AND RADIO REPAIR SERVICES

	Description	Requirement	Tenderer's offer
	Certification		
1	Certificate of registration	Automotive Electrical & Electronic Repairs and Radio Repair Services (Mandatory)	Copy submitted(Y/N)
2	Manufacturer Authorization as Agents to supply electrical & electronic accessories	Certified copy of Manufacturer Authorization as sales agent for products (Mandatory)	Copies submitted(Y/N)
	Capacity to supply		
1	Physical premises	Registered physical supplyoutlet (s) (Mandatory)	Location of premises Building..... Road..... Town..... (To be verified through visit)
2	Ability to supply of electrical & Electronic Accessories	Evidence of automotive electrical & electronic accessories 1. Physical stocks (10 points) 2. Supply transactions records – Current Orders & delivery records (Mandatory)	1. Physical stocks(Y/N) 2. Copies of current Supply orders and transaction records for the last 1 year(Y/N) (To be verified through visit)
3	Auto Electricians	Automotive Craftsman / Artisan certificate / Government Trade test grade III At least Two (2) Auto electricians Attach CV with copy of certificates (Mandatory)	Attach CV and Copy of certificates of Auto electricians Submitted(Y/N)
4	Commendation from previous clients	Three commendation letters from clients obtained during tender period (Mandatory)	Three (3) letters Submitted(Y/N)

SCHEDULE 12: Servicing and Repairs of Hydraulic System and Equipment's

	Description	Requirement	Tenderer's offer
	Certification		
1	Certificate of registration	Servicing and Repairs of Hydraulic System and Equipment's (Mandatory)	Copy submitted(Y/N)
2	Manufacturer Authorization as Agents to supply hydraulic accessories	Certified copy of Manufacturer Authorization as sales agent for products (Mandatory)	Copies submitted(Y/N)
	Capacity to supply		
1	Physical premises	Registered physical supply outlet (s) (Mandatory)	Location of premises Building..... Road..... Town (To be verified through visit)
2	Ability to supply of Hydraulic Accessories	Evidence of automotive hydraulic accessories 3. Physical stocks (10 points) 4. Supply transactions records – Current Orders & delivery records (Mandatory)	3. Physical stocks(Y/N) 4. Copies of current Supply orders and transaction records for the last 1 year(Y/N) (To be verified through visit)
3	Hydraulic Knowledge	Hydraulic Craftsman / Artisan certificate / Government Trade test grade III At least Two (2) Auto electricians Attach CV with copy of certificates (Mandatory)	Attach CV and Copy of certificates of Auto electricians Submitted(Y/N)
4	Commendation from previous clients	Three commendation letters from clients obtained during tender period (Mandatory)	Three (3) letters Submitted(Y/N)

SECTION C

TERMS AND CONDITIONS OF CONTRACT

APPLICABLE TO MOTOR VEHICLE REPAIR SERVICES

1.0 LEGAL REQUIREMENTS

The Contractor **MUST** comply with the following legal requirements:-

- (a) Business must be conducted on legally owned or legally leased premises with documented proof of this condition.
- (b) Must Possess valid legal licence to conduct vehicle repair business within the premises in (a) above.
- (c) Must possess valid Business certificate of incorporation or registration.
- (d) Must possess valid business insurance cover within the business premises against the following: -
 - (i) Theft of property, vehicles or vehicle parts and accessories
 - (ii) Damage to property, vehicles or vehicle parts due to fire.
 - (iii) Accidental damage to property or vehicles, while under repairs.
- (f) Must provide a copy of VAT registration certificate or exemptions certificate where applicable.
- (g) Must provide a copy of valid tax compliance certificate.

2.0 SECURITY

The Contractor must provide adequate security and operate within: -

- (a) Secure workshop / garage, surrounded by **stone walls** with lockable metallic gates.
- (b) The premises must be manned by guards of a reputable Security firm.

3.0 FINANCIAL CAPABILITY

- 3.1 The Contractor should have the resources and the financial capability to provide vehicle repair services within the agreed repair periods.
- 3.2 The Contractor should have documented proof of ability to acquire spare parts and perform vehicle repair services, before payments are made for the

services provided. The proof will be in the form of a company statement or latest Bank statement.

4.0 WORKSHOP FACILITIES AND CAPABILITY

4.1 The Contractor should possess the following workshop facilities, equipment and working tools as minimum requirements for motor vehicle repairs including: -

- (i) Air Compressor (at least 100 psi) and spray painting capability.
- (ii) Arch and Gas welding sets.
- (iii) Service pit or ramp.
- (iv) At least 2 sets of Complete Automotive Mechanics' tool boxes.
- (v) Working space to accommodate at least four vehicles being worked on at the same time.
- (vi) Other workshop equipment and fittings including work benches and bench vices.

4.2 The workshop should have a team of qualified workers (Mechanics); At least two mechanics with a Government Trade test grade I certificate (attach Copy) among experienced mechanics should comprise the Contractors staff list.

4.3 The Contractor should have at least a telephone facility and e-mail to enhance effective communication.

5. SPARE PARTS

5.1 Genuine spare parts shall be fitted on company vehicles during repairs.

5.2 The defective old parts replaced from the vehicles will be provided, accompanied with a delivery note enlisting the parts at the time of release of the repaired vehicle.

5.3 **No second hand spare parts** shall be fitted/used on the vehicles during repairs.

5.4 Prices charged on the new spare parts used in the repairs should be competitive in the open market. KenGen has the right to challenge non-competitive applied prices and shall demand for appropriate credit note amounts where necessary.

5.5 Discounts offered on parts will consistently be applied in invoices on spare parts supplied and/or used in repair of vehicles.

6.0 TERMS OF BUSINESS

6.1 The Contractor shall accept to honour Purchase Orders of Kenya Electricity Generating Company (KenGen) subject to all the terms and conditions therein.

- 6.2 The Contractor shall accept to release repaired vehicles with original invoices.
- 6.3 The invoices shall be paid within thirty (30) days from the date of submission.
- 6.4 No vehicles shall be released without a delivery note, the repair invoice and the old parts duly listed on the delivery note.
- 6.5 The Contractor shall accept full responsibility of KenGen vehicles and any valuable items or documents in the vehicles under repair.
- 6.6 The vehicles will be released against a letter of authority to collect the vehicle together with all the items listed in it. The letter shall be signed by an officially authorised KenGen officer, and duly stamped with official Company seal/stamp.
- 6.7 For repair costs expected to exceed thirty thousand shillings (KShs. 30,000.00), the contractor shall notify the Company in writing before authority to go ahead with the repair work.
- 6.8 Warranty - The Contractor shall guarantee good workmanship and quality repair services. For major repairs and overhauls, premature failures of major components shall be rectified at the Contractor's expense to a level acceptable by the company.
- 6.9 In case of a standard engine, Gearbox or Differential unit overhauls a guarantee to cover mileage not less than 36,000 Km should be given.

7.0 QUALITY OF REPAIRS

The Contractor shall do high quality repairs of professional standards. Repeat repairs shall be done at the cost of the contractor and where notoriety is observed the contractor shall risk the contract being withdrawn at the discretion of the company and shall be liable to consequential damages.

7.1 Accurate diagnosis

The contractor shall make accurate diagnosis to eliminate requisitioned defects and take responsibility to fit correct genuine parts. Where wrong diagnosis is done to cause fitting of wrong parts, the contractor shall rectify the error at their own cost and charge the genuine cost corresponding to the requisitioned works.

7.2 Workmanship

The contractor must assure good workmanship and any damage or loses due to poor workmanship shall be borne by the contractor.

8.0 Inspection and Tests

The contractor can test the repaired vehicle for mileage not exceeding 20 kilometres. The Company reserves the right to inspect and/or test the vehicles in the Contractor's

premises to confirm the quality of repairs and spares used. The Contractor shall ensure that the tyre and battery serial number, make and size records at the time of entry of the vehicles tallies with the records at the time of release.

9.0 Probation Period

There will be a probation period of six (6) months or a period within which at least four vehicles have been successfully repaired, whichever is greater.

10.0 Liquidated Damages

If the Contractor fails to deliver the vehicle within the period agreed upon by the parties, the Company shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages a sum equivalent to 2% of the invoice amount of the delayed works up to a maximum of 10%. Once the maximum is reached, the Company may consider termination of the contract.

11.0 Termination of Contract

The Company reserves the right to terminate the contract without notice and without obligation to assign any reason for the decision.

12.0 Period of Contract

The contract will run for a period of two (2) years from the date of your Acceptance Letter, renewable upon expiry the discretion of the KenGen for a further one (1) year.

13.0 Storage of vehicles

During the repair of vehicles, the Contractor shall be expected to safely retain the vehicle at the garage/workshop premise until the repairs are complete. Storage charge claims should not arise at any time during the contract.

14.0 Mileage and Fuel Records

The speedometer and the fuel gauge readings shall be recorded, and the Contractor will account for any changes of such readings at the time of release of the vehicle. Unauthorized mileage covered while the vehicle is booked in for repair will be charged to the Contractor at the prevailing Official Company charges (Charge out rates).

15.0 Addresses for correspondences

Contractor: «office»
 «company»
 «Address»
 «TOWN» Tel: «Telephone No.» e-mail

For purposes of routine business correspondences, the following address will be applicable:

Company: Administration Manager,
Kenya Electricity Generating Company Limited
Stima Plaza Phase II, Kolobot Road Parklands
P.O. Box 47936,-00100
NAIROBI Tel: 3666000/0711036000

16.0 Contract Interpretation

This contract shall be interpreted in accordance with the Laws of Kenya.

TENDER SUBMISSION FORM

To: The Company Secretary/ Legal & Corporate Affairs Director
Kenya Electricity Generating Company Limited
Stima Plaza, Kolobot Road, Parklands
P.O. Box 47936-00100
Nairobi – Kenya

Dear Sir/Madam,

We, the undersigned, offer to supply / provide the required goods / services in accordance with your Request for Pre-qualification and our Tender Document and we hereby submit our Tender Document.

Our Tender is binding to and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

We understand KenGen is not bound to accept any tender it receives.

We remain,

Yours sincerely,

Authorised Signature

Name and Title of Signatory:

Name of Tenderer:.....

Address:

Official rubber stamp/seal

SECTION D

TENDERER'S PRE-QUALIFICATION QUESTIONNAIRE

(MANDATORY)

PART A (To be completed by the Tenderer)

- (a) COMPANY'S NAME.....
- (b) P.O. BOX.
- (c) PHYSICAL ADDRESS
- (d) NAME OF STREET.....
- (e) TEL NO.
- (f) E-MAIL ADDRESS.

Tenderers must submit certified copies of the following documents

1. Copy of certificate of Registration/Incorporation
2. Copy of a valid local council Trading licence.
3. Copy of VAT registration certificate (or VAT exemption certificate)
4. Copy of Tax compliance certificate
5. Copies of last 2 annual Audited Account reports
6. Last 12 month bank statement.

Description of business ownership indicate whether:-

Sole Proprietor.....(Y/N)

Company partnership.....(Y/N)

Limited Company.....(Y/N)

NATURE OF BUSINESS

Specify and give descriptive details of the services you wish to render and the town /area location of your interest

Item (select from list in Appendix A)

	Description of goods or Services	Name of firm	State whether Franchise / Appointed Agent or dealer / manufacturer	Town of location of registered office	Branches
1					
2					
3					
4					
5					

Indicate whether: Manufacture, Local Franchise holder, Garage, Distributor, Retailer, Dealer or Agent. Contractor etc

For example,

	Description of goods or Services	Name of firm	State whether Franchise / Appointed Agent or dealer / manufacturer	Town of location of registered office	Branches
1	Motor vehicle dealer	ABC EA Ltd	XYZ Franchise	Nairobi,	Kericho, Mombasa, ...
2	Motor vehicle service & repair	XYZ Ltd	Toyota Franchise	=Ditto=	=Ditto=
4	Motor vehicle service & repair	ABC EA Ltd	ABC accredited garage	Murang'a	Thika
5	Supply of Motor Vehicle Spare parts	ABC EA Ltd	General MV spare part dealer	Nairobi	NA

ASSOCIATE COMPANIES

1.
2.
3.
4.

NUMBER OF STAFF EMPLOYED

(1) Technical

(2) Semi-Skilled

PERIOD IN BUSINESSYEARS

List of existing clients to whom you provide services or supply goods (Name & Address) and the range of items you supply.

(a)

(b)

(c)

TERMS OF PAYMENT

Indicate terms of payment.....

Have you previously been supplying goods/service to Kenya Electricity Generating Company Limited?

YES/NO.....

If yes, which goods/service?

.....
.....

Indicate three of the latest purchase orders.

.....
.....

Do you have any pending purchase orders with us? If so, give details

.....
.....

Have you ever failed to honour our official purchase order? If so give details YES /NO

.....

Has Kenya Electricity Generating Company Limited ever blacklisted you?

YES / NO..... If so give the reason for such action

.....

I / We the Undersigned State that the above information is correct and that I / We give Kenya Electricity Generating Company Limited authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers, etc.

Signed

.....

For and on behalf of M/s., of
P. O. Box

In the capacity of

Dated this Day of.....20....

Supplier's/Company's Rubber Stamp.....

SECTION E

ADDITIONAL REQUIREMENTS

Tenderers should provide the following details that will be used for purpose of technical evaluation.

1. Agents shall provide copies of Letters of appointment by the manufacturer(s) to be dealers.
2. In the Table below, please indicate as appropriate the Regions(s)/Sub-Region(s) where you wish to be considered for provision of services &/or supply of goods.

REGION / SUB-REGION	LOCATION OF REGIONAL OFFICE	CLOSEST LOCATION OF SERVICE / SUPPLY CENTRE	TICK AREA OF INTEREST AS APPROPRIATE
Central Office	Stima Plaza – Nairobi	Nairobi	
7 Forks	Gitaru central office - 7 Fork Stations	Embu	
Upper Tana	Wanji Power station	Muranga Thika	
Kipevu	Kipevu Power station	Mombasa	
Turkwel	Turkwel Power station	Kitale	
Olkaria	Olkaria Power station	Naivasha Nairobi	
Sondu Miriu power project	Sondu Miriu Power Station	Kisumu	
Gogo P/Station	Gogo	Migori	

APPENDIX I

List of services and goods

1. General Service and repair of Motor Vehicles.
2. Supply of vehicle spare parts and accessories
3. Motor vehicle body building, panel beating and spray painting.
4. Engineering fabrication, fittings, machining of parts and supply of fasteners
5. Motor Vehicle Recovery and towing services
6. Motor Vehicle speed governors, limiters and alarm systems
7. Upholstery cleaning
8. Servicing, calibration and repair of motor vehicle injectors and injector pumps
9. Supply of Batteries, battery acid and distilled water
10. Tyre fitting, wheel balancing and wheel alignment services
11. Automotive electrical & electronic repairs and radio repair services
12. Servicing and Repairs of Hydraulic System and Equipment's

***MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE**

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(s).....

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2(i/j) must be filled. You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 – General

Business Name:.....Certificate of Incorporation /
Registration No.Location of business premises:
CountryPhysical address
TownBuilding.....
Floor.....Plot No.
Street / RoadPostal Address
Postal / Country Code.....Telephone No's.....
Fax No's.E-mail address
Website
Contact Person (Full Names) Direct / Mobile No's.....
Title Power of Attorney (Yes / No)
If Yes, attach written document.
Nature of Business (Indicate whether manufacturer, distributor, etc)

(Applicable to Local suppliers only)

Local Authority Trading License No. Expiry Date
Value Added Tax No.....
Value of the largest single assignment you have undertaken to date (USD/KShs)
.....
Was this successfully undertaken? Yes / No.(If Yes, attach reference)
Name (s) of your banker (s)
.....
Branches Tel. No's.

Part 2 (a) – Sole Proprietor (if applicable)

Full names
Nationality..... Country of Origin.....
.....
Company Profile (Attach brochures or annual reports in case of public company)

Part 2 (b) – Partnerships (if applicable)

Give details of partners as follows:

Full Names Nationality Citizenship Details Shares

1.
2.
Company Profile(Attach brochures)

Part 2 (c) – Registered Company (if applicable)

Private or public
Company Profile(Attach brochures or annual reports in case of public companies)
State the nominal and issued capital of the Company
Nominal KShs

Issued KShs

List of top ten (10) shareholders and distribution of shareholding in the company. Give details of all directors as follows:-

Full Names Nationality Citizenship Details Shares

- 1.....
- 2.....

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent, corrupt, coercive and obstructive acts with regard to this or any other tender by the KENGEN and any other public or private institutions.

Full Names
 Signature
 Dated this day of 2016.
 In the capacity of
 Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Bankruptcy / Insolvency / receivership.

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:

Full Names
 Signature
 Dated this day of 2016.
 In the capacity of
 Duly authorized to sign Tender for and on behalf of

Part 2 (f) – Criminal Offence

I/We, (Name (s) of Director (s)):-

- a)
- b)

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed
 For and on behalf of M/s
 In the capacity of
 Dated this day of 2016.
 Suppliers' / Company's Official Rubber Stamp

Part 2 (g) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

- a)
- b)

For and on behalf of M/s
 In the capacity of
 Dated this day of 2016
 Suppliers' / Company's Official Rubber Stamp

Part 2 (h) – Interest in the Firm:

Is there any person/persons in KENGEN or any other public institution who has interest in the Firm? Yes/No
 (Delete as necessary) Institution

.....
 (Title) (Signature) (Date)

Part 2(i) – Experience:

Please list here below similar projects accomplished or companies / clients you have supplied with similar items or materials in the last **XX** years.

	Company Name	Country	Contract/Order No.	Value	Contact person (Full Names)	E-mail address	Cell phone No.
1							
2							
3							
4							

Part 2(i or j) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give KENGEN authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names

.....

Signature.....

For and on behalf of M/s

.....

In the capacity of

.....

Dated thisday of2016.

Suppliers' / Company's Official Rubber Stamp

.....