



PREQUALIFICATION AND REGISTRATION OF SUPPLIERS FOR GOODS

**REQUEST FOR PROPOSALS FOR THE SUPPLY AND DELIVERY
OF STATIONERY AND OFFICE SUPPLIES TO *icipe* NAIROBI
AND *icipe* MBITA, HOMA BAY COUNTY**

13TH SEPTEMBER 2019

For any enquiries, please contact: icipetenders@icipe.org

REQUEST FOR PROPOSALS FOR THE SUPPLY OF STATIONERY AND OFFICE SUPPLIES

The International Centre of Insect Physiology and Ecology (*icipe*) is an intergovernmental organisation headquartered in Nairobi, Kenya that carries out research and training in sustainable management of insects (arthropods) for improving comprehensive health and agricultural productivity in the tropics (www.icipe.org).

This document is a formal Request for Proposal (RFP) from prospective suppliers for the provision of stationery and office supplies to the address below for pre-qualification. A copy of this RFP can be downloaded from the *icipe* website at: www.icipe.org.

The information you disclose will be handled in the strictest confidence by *icipe*. The Supplier will also be held responsible for disclosing incorrect or misleading information.

The bidders MUST comply with all the instructions, terms and conditions and ensure that all the forms required are properly completed and submitted in a sealed envelope (not disclosing the source), which should be dropped and registered at the *icipe* Tender Box, addressed as follows:

The Procurement Manager
International Centre of Insect Physiology and Ecology (*icipe*)
Carroll Wilson Building, Duduville Campus, Kasarani
P.O. Box 30772, 00100 GPO
NAIROBI

DEADLINE FOR SUBMISSION: 14th October 2019. All submissions must be received by **11:00 hrs** to be deemed “received in time”.

GENERAL INFORMATION AND NOTICE

- All the information contained in this RFP and in the Supplier’s response will be handled with confidentiality by both the Supplier and *icipe*.
- In issuing this RFP, there is no obligation on *icipe* to select and procure all or some of the goods offered.
- Any information given by the Supplier will form the basis of any contract that may be entered into between *icipe* and the Supplier.
- *icipe* shall not be liable for or required to pay any costs, expenses or losses that may be incurred by the Supplier in the preparation of their Proposal.
- All required information will be submitted on the documents specified in this RFP.
- *icipe* does not bind itself to accept the lowest bid of any Proposal and reserves the right to accept a portion of any Proposal.
- The Supplier is to submit a fully qualifying bid.
- *icipe* reserves the right to conduct unannounced site visits to the Supplier premises.
- *icipe* may contact or arrange site visits to the referees stated in this proposal.
- *icipe* reserves the right to accept or reject any proposal without assigning any reasons thereof.

The RFP is made up of three sections:

1. Section 1 – Prequalification Instructions
2. Section 2 – Expectations and Declaration
3. Section 3 – Evaluation Criteria

All above sections will form part of the evaluation criteria.

SECTION 1: PREQUALIFICATION INSTRUCTIONS

To be eligible and be considered for pre-qualification prospective suppliers must prove that they qualify to participate and submit all the information in the format requested herein as part of mandatory documents:

1.1 Mandatory requirements

The proposal must be completely printed, bound and submitted in one ORIGINAL copy in one sealed envelope. The proposal **MUST** be submitted in the format below.

	Documents required	Attach Copy
1.	Cover letter on firms headed paper giving complete details including email addresses, telephone contacts, and office location	
2.	Comprehensive Company Profile, stating the core business, including organization chart.	
3.	Copy of Limited Company’s Certificate of Incorporation	
4.	Copy of Valid Tax Compliance Certificate	
5.	Copy of PIN / VAT registration certificate	
6.	Copy of valid Trade License	
7.	Copies of three (3) Purchase orders for similar goods/service (of your highest value) for the last three years.	

1.2 Directors and Partners

List below the names, nationalities and addresses of all the Directors and/or Partners (executive and non-executive) of your company:

Name	Nationality	Complete Address	Executive (Yes/No)

1.3 Other companies

List below other firms, holding firms, or other organizations, and their addresses, holding major interest in your company.

Company Name	Location (Country)	Status (interest)

1.4 Account Management

List below the names of the persons assigned to supervise the Clients account by your firm explain the roles clearly.

Name	Position

1.5 Bank Reference

List below bank (s) which your company has account (s)

Name of Bank	Address and Location	Branch

1.6 Financial Statements

Please submit your audited accounts for the past three years (2018, 2017 & 2016) accompanied by the auditor’s opinion.

1.7 Client/Business References

List 3 major clients whom you have provided similar goods and services to in the last three financial years that you would recommend for Reference - *must be relevant to the items or services you have expressed interest to supply*. Please break them down into the following two categories and attach evidence of the said business engagement.

a) **Non-Profit/Donor Funded Organizations:**

Name of Firm	Location/Physical Address	Contact Person	Business Ksh. a.n

b) **Commercial Organizations:**

Name of Firm	Location/Physical	Contact Person & Address/Tel.	Business Ksh. a.n

1.8 Sub-Contractors

Does your company intend to sub-contract any of the proposed services to another firm?

If yes,

To who?

What portion and why?

1.9 Business Principles:

a) Conflict of Interest

1.9.1 *icipe* insists on honesty, integrity and fairness in all aspects of the business relationship with your company. Direct or indirect offer, payment, soliciting and acceptance of bribes in any form are unacceptable practices. Please confirm your agreement to the above.

Y / N

1.9.2 To avoid conflict of interest between their private financial activities and their part in the conduct of company business, *icipe* employees or member of their immediate family or relatives should not acquire financial interest in any company or organization with which *icipe* has commercial relationship.

1.9.3 Is a member of your immediate family or relative an *icipe* employee?

Y /N. If yes, please provide details.

SECTION 2: EXPECTATIONS AND DECLARATION

2.1 Continuous improvement and Performance Measurements

The supplier will be required to participate positively in the client's performance measurement systems, which will include the following:

- a) Ensure the most efficient and high quality service delivery.
- b) Ensure high quality standard materials are used and may be subject to random checks
- c) Ensure good communication and be ready to offer any information to the client in regard to the contract/project.
- d) Be ready to address and rectify any queries that may arise during the contract/project period.

2.2 Credit Facilities

Upon delivery of invoice, what would be the expected maximum credit period offered by your firm?

- a) Where prices have been offered in Annex A - they must be net discounted prices and VAT exclusive.
- b) Indicate terms and conditions of delivery and installation.
- c) Indicate the extended warranty period for items where applicable.

2.3 What are your standard procedures for handling customer queries?

2.4 Please provide a Customer Care, Policy and Standard Manual (if available).

2.5 *icipe* observes green procurement regulations therefore suppliers and manufacturers should ensure that goods and services are compliant with emerging Environmental Management Standards.

2.6 Supplier Declaration:

I declare that to the best of my knowledge that the answers submitted in this prequalification proposal (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with *icipe*.

FORMS COMPLETED BY

Name:	
Position (Job Title):	
Date:	
Telephone Number(s):	
Email address:	
Signature:	
Stamp/Seal:	

FORMS WITNESSED BY

Name:	
Position (Job Title):	
Date:	
Email address:	
Signature:	
Stamp/Seal:	

SECTION 3: EVALUATION CRITERIA

1. Detailed company profile and detailed organization chart (25 marks).
2. Audited accounts for the last three years (20 marks).
3. Copies of three (3) Purchase orders for similar goods (of your highest value) for the last three years (20).
4. Written reference from three (3) relevant and reputable clients (25 marks).
5. Document presentation/clarity (10 marks).

The minimum pass mark is 80/100.