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# **PREQUALIFICATION OF SUPPLIERS FOR TRANSPORT & CARHIRE SERVICES FOR THE YEARS 2025-2026**

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## 1. PRE-QUALIFICATION INSTRUCTIONS

### 1.1 Introduction

The National Taxpayers Association invites interested and eligible suppliers to apply for pre-qualification indicating the category of goods and services they wish to supply. Existing suppliers who wish to be retained must also re-apply and submit the information requested in the pre-qualification document.

**TENDER NAME: PREQUALIFICATION OF TRANSPORT & CARHIRE SERVICES  
FOR THE YEARS 2025-2026**

| REFERENCE           | ITEM DESCRIPTION                                                      | ELIGIBILITY |
|---------------------|-----------------------------------------------------------------------|-------------|
| NTA - 001/2025-2026 | Provision of Transport and Car Hire service (Kisumu, Eldoret & Nandi) | OPEN        |

Completed pre-qualification documents should be dropped at our office at **Daphton Court Riverside Drive Hs No A6** on or before **21st February 2025 at 5.00 pm**

## **1.2 Pre-qualification Objective**

The main objective of prequalification is to maintain a register of suppliers and service providers for NTA on as and when required basis through quotations for the Financial Years 2024 & 2026.

## **1.3 Registration of Suppliers/Service Providers**

NTA will only register those suppliers/service providers who meet the criteria as spelled out in this document.

## **1.4 Invitation of Pre-qualification**

Suppliers/service providers registered with the Registrar of Companies under the Laws of Kenya concerning merchandise or services are invited to submit the pre-qualification documents to the address provided to be pre-qualified for submission of quotations. The prospective suppliers/service providers must provide mandatory information for pre-qualification.

## **1.5 Experience**

Prospective suppliers/service providers must have undertaken successful supply and delivery of similar items/services. Potential suppliers/service providers must demonstrate willingness and commitment to meet pre-qualification criteria.

## **1.6 Distribution of Pre-qualification Document**

A copy of the completed pre-qualification data and other required information shall be submitted to reach National Taxpayers Association **not later than 21<sup>st</sup> February 2025 at 5.00 pm**

### **1.7 Additional Information**

National Taxpayers Association reserves the right to request submission of additional information from prospective bidders.

### **1.8**

Request for Proposals/Quotations will be made available only to those bidders whose qualifications are accepted by NTA after **scoring at least 70 points on completion** of the pre-qualification evaluation process.

## **2. BRIEF CONTRACT REGULATIONS**

### **2.1 Contract Price**

The contract shall be of unit price type or cumulative unit price and quantities required.

Quantities may increase or decrease as determined by demand.

### **2.2 Payments**

All purchases shall be on **credit of a minimum of thirty (30) days** or as may be stipulated in the Contract Agreement.

## **3. PRE-QUALIFICATION AND DATA INSTRUCTIONS**

### **3.1 Pre-qualification Data Forms**

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/service providers who wish to be pre-qualified for submission of quotations for the specific tender.

**3.1.1** Pre-qualification forms must be filled out completely and submitted in the prescribed manner to be considered. All documents that form part of the proposal must be written in English.

### **3.2 Qualification**

**3.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the National Taxpayers Association in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform with respect to the Tender Category as described.

**3.2.2** Prospective bidders will only be considered qualified if, in the judgment of **the** National Taxpayers Association, they possess the capability, experience, availability, and suitability or working capital to satisfactorily execute the contract for the supply of goods and services.

### **3.3 Essential Criteria for Pre-qualification**

**3.3.1** (a) Prospective bidders must have at least 2 years of experience in the supply of goods and services and allied items. Potential suppliers must show competence, willingness, and capacity to service the contact.

(b) Prospective suppliers must demonstrate special experience and capability to organize the supply and delivery of items, or services at short notice

#### **3.3.2 Personnel**

The names and pertinent information of the personnel to execute the contract must be indicated in form PQ-3.

#### **3.3.3 Financial Condition**

The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as the letter of reference from their bankers regarding suppliers/service providers' credit position. Potential suppliers/service providers will be pre-qualified based on the information given.

**3.3.4** Special consideration will be given to the financial resources available as working capital, considering the number of uncompleted orders on contract and work in progress. These should be provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

#### **3.3.5 Past Performance Contract**

Past performance will be given due consideration in pre—qualifying of bidders. Letters of reference from past customers must be included in Form PQ-6

### **3.4 Statement Application**

Statement Application must include a sworn statement (Form PQ-8) by the tenderer vouching for the accuracy of the information provided.

### **3.5 Withdrawal of Pre-qualification**

Should a condition arise between the time the firm is pre—qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, National Taxpayers Association reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.

### 3.6

The firm must have a fixed Business Premise and be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum, and Articles of Association, copies of which must be provided

**3.6.1** The firm must show proof that it has met all its statutory obligations and has current Tax Compliance Certificate

### 3.7 Pre-qualification Criteria

Suppliers shall be qualified based on information and data as scored per the following forms

|   | <b>Required Information</b> | <b>Form Type</b> | <b>Points Score</b> |
|---|-----------------------------|------------------|---------------------|
| 1 | Registration Document       | PQ-1             | 20                  |
| 2 | Pre-qualification Data      | PQ-2             | 10                  |
| 3 | Financial Position          | PQ-3             | 15                  |
| 4 | Past Experience             | PQ-4             | 20                  |
| 5 | Sworn Statement             | PQ-5             | 5                   |
| 6 | Confidential Questionnaire  | PQ-6             | 20                  |
| 7 | Tax Compliance              | PQ-7             | 10                  |
|   | <b>Total</b>                |                  | <b>100</b>          |

### 3.8 Qualification Mark

The qualification mark is **70 points** and above.

The preliminary evaluation of the suppliers in 3.7 will be scored out of 100. The pass mark for the preliminary evaluation shall be 70/100 and above. Any supplier who scores 70 marks and above will be successful.



#### 4. FORM PQ-1 PREQUALIFICATION DOCUMENTATION

All firms must provide:

- a) Copies of the Certificate of Registration or Incorporation/CR12
- b) A Health Certificate for food handling for caterers
- c) Copy of the VAT Registration Certificate
- d) Current/Valid Tax Compliance Certificate from Kenya Revenue Authority
- e) Copies of PIN Certificates of Firm/Company
- f) List of ongoing contracts (goods/services)
- g) Letters of recommendation from three of your major clients indicating contact person(s) and their telephone number
- h) Bank references
- i) Company profile that shall include details of the management team
- j) Transport firms must attach evidence of having taken all the insurance covers
- k) Where mandatory for service provision, each firm must provide evidence of registration with Professional bodies/Authorities
- l) Air Ticketing firms must be IATA registered

**N/B:** Prospective suppliers must have premises, valid trading license and meet all other Government of Kenya requirements to engage in business. Those that are exempt from this requirement should provide the proof.

**FORM PQ-2 PREQUALIFICATION DATA**

1. Service Provider Identification \_\_\_\_\_

Legal Name of Firm \_\_\_\_\_

Post Office Address \_\_\_\_\_

Legal Office Address \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

Telephone Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

2. Organization & Business Information \_\_\_\_\_

Management Personnel \_\_\_\_\_

3. Net Worth Equivalent \_\_\_\_\_

4. Bank Reference and Address \_\_\_\_\_

\_\_\_\_\_

## 6. FORM PQ-3 FINANCIAL POSITION

Attach a copy of the firm's two recent and certified financial statements giving a summary of assets and current liabilities/or any other financial support.

## 7. FORM PQ-4 PAST EXPERIENCE

### Names of the Applicants Clients in the last two years

#### 1. Name of 1st Client (Organization)

- i) Name of Organization \_\_\_\_\_
- ii) Address of Organization \_\_\_\_\_
- iii) Name of Contact Person at the Organization \_\_\_\_\_
- iv) Telephone Number of Organization \_\_\_\_\_
- v) Value of Contract \_\_\_\_\_
- vi) Date of Contract (Date) \_\_\_\_\_

#### 2. Name of 2nd Client (Organization)

- i) Name of Organization \_\_\_\_\_
- ii) Address of Organization \_\_\_\_\_
- iii) Name of Contact Person at the Organization \_\_\_\_\_
- iv) Telephone Number of Organization \_\_\_\_\_
- v) Value of Contract \_\_\_\_\_
- vi) Date of Contract (Date) \_\_\_\_\_

3. Name of 3rd Client (Organization)

i) Name of Organization \_\_\_\_\_

ii) Address of Organization \_\_\_\_\_

iii) Name of Contact Person at the Organization \_\_\_\_\_

iv) Telephone Number of Organization \_\_\_\_\_

v) Value of Contract \_\_\_\_\_

vii) Date of Contract (Date) \_\_\_\_\_

**8. FORM PQ-5 SWORN STATEMENT**

**SWORN STATEMENT**

Having studied the pre-qualification information, we/I 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 Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d) We enclose all the required documents and information required for the prequalification evaluation.

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Represented By \_\_\_\_\_

Signature \_\_\_\_\_

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

**9. FORM PQ-6 CONFIDENTIAL QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies to your type of business.

You are advised that it is a serious offense to give false information on this Form.

**PART 1 GENERAL**

Business Name \_\_\_\_\_

Location of Premises \_\_\_\_\_

Plot No \_\_\_\_\_ Street/Road \_\_\_\_\_

Postal Address \_\_\_\_\_ Telephone No \_\_\_\_\_

Nature of Business \_\_\_\_\_

Current Trade License No \_\_\_\_\_ Expiring Date \_\_\_\_\_

The maximum value of business which you can handle at one time in Kshs \_\_\_\_\_

Name of your Bankers \_\_\_\_\_ Branch \_\_\_\_\_

**PART 2 (A) – SOLE PROPRIETOR**

Full Name \_\_\_\_\_ Age \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship Details \_\_\_\_\_

**PART 2 (B) – PARTNERSHIP**

| Name | Nationality | Citizenship | Details | Shares |
|------|-------------|-------------|---------|--------|
| 1)   | _           |             |         |        |
| 2)   | _           |             |         |        |
| 3)   | _           |             |         |        |
| 4)   | _           |             |         |        |
| 5)   | _           |             |         |        |

**PART 2 (C) – REGISTERED COMPANY**

Private or Public

State the nominal and issue capital of the company

Nominal Kshs \_\_\_\_\_

Issued Kshs \_\_\_\_\_

Give details of all directors as follows:

| Name | Nationality | Citizenship | Details | Shares |
|------|-------------|-------------|---------|--------|
| 1)   | _           |             |         |        |
| 2)   | _           |             |         |        |
| 3)   | _           |             |         |        |

4) \_

5) \_

Date \_

Signature & Stamp of Tenderer \_\_\_\_\_

If Kenyan Citizen indicates under Citizenship Details whether by Birth, Naturalization or Registration.



