



KENYA BIOVAX INSTITUTE LIMITED

PRE-QUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES BIOVAX/PRE/2022-2023-2024

CATEGORY NO.
CATEGORY DESCRIPTION

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PRE-QUALIFICATION FORM FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE 2022/2023/2024 FINANCIAL YEAR

SECTION A: INSTRUCTIONS FOR PRE-QUALIFICATION

1.1 Introduction

The Institute invites eligible candidates to prequalify as suppliers of goods, services and works for the period 2022/2023/2024.

1.2 Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the Institute. Suppliers who are not prequalified or fail to meet the prequalifying criteria will not be allowed to participate in the Tenders/RFQs/RFPs

1.3 The application should be in a sealed envelope to maintain confidentiality and addressed to:

**The Director General/CEO,
Kenya Biovax Institute Limited,
P.O. Box 40779 00100,
NAIROBI.**

The envelope should be marked with the “**Prequalification Number applied for and the category description**” upon submission, and must be dropped in the Tender box **on or before 6th January, 2023 at 10.00 a.m.**

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Documents

The document includes questionnaires forms and instructions for prospective suppliers. In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested.

1.6 Enquiries that may arise from the pre-qualification document should be channeled, through the website address.

1.7 Invitation to Tenders/Quotation/Proposals

Bidding documents will be made available to those bidders whose qualification are approved after scoring **70 points** and above soon after the evaluation process. Please note that late submissions will not be accepted.

SECTION B: TENDER NOTICE

KENYA BIOVAX INSTITUTE LIMITED

PRE-QUALIFICATION OF SUPPLIERS/SERVICE PROVIDER & CONTRACTORS

The Institute invites eligible candidates to pre-qualify as suppliers of the following goods and services for the period 2022/2023/2024

S/NO	TENDER NO.	TENDER NAME	REMARKS
1.	BIOVAX/PRE/001/2022-2023-2024	SUPPLY OF VARIOUS OFFICE STATIONERY ITEMS	YOUTH, WOMEN AND PERSONS WITH DISABILITY
2.	BIOVAX/PRE/002/2022-2023-2024	SUPPLY OF COMPUTER CONSUMABLES	OPEN
3.	BIOVAX/PRE/003/2022-2023-2024	LEASE OF WATER DISPENSERS AND SUPPLY OF BOTTLED WATER	OPEN
4.	BIOVAX/PRE/004/2022-2023-2024	SUPPLY OF HARDWARE MATERIALS	OPEN
5.	BIOVAX/PRE/005/2022-2023-2024	SUPPLY OF ASSORTED ELECTRICAL ITEMS	OPEN
6.	BIOVAX/PRE/006/2022-2023-2024	SUPPLY OF DETERGENT AND CLEANING MATERIALS	OPEN
7.	BIOVAX/PRE/007/2022-2023-2024	SUPPLY OF MOTOR VEHICLE TYRES, TUBES AND BATTERIES	OPEN
8.	BIOVAX/PRE/008/2022-2023-2024	SUPPLY OF CALLING CARDS/AIRTIME	YOUTH, WOMEN AND PERSONS WITH DISABILITY
9.	BIOVAX/PRE/009/2022-2023-2024	SUPPLY OF MOTOR VEHICLE FUEL, LUBRICANTS AND OILS	PETROL STATIONS WITH FUELING CARD
10.	BIOVAX/PRE/0010/2022-2023-2024	SUPPLY OF BULK GAS	RENOWNED PETROL COMPANIES
11.	BIOVAX/PRE/0011/2022-2023-2024	SUPPLY, INSTALLATION OF COMPUTER HARDWARE, SOFTWARE AND PRINTERS	OPEN
12.	BIOVAX/PRE/0012/2022-2023-2024	SUPPLY OF FRESH FLOWERS	YOUTH, WOMEN AND PERSONS WITH DISABILITY
13.	BIOVAX/PRE/0013/2022-2023-2024	SUPPLY, REPAIR AND MAINTENANCE OF FIRE FIGHTING EQUIPMENT	OPEN
14.	BIOVAX/PRE/0014/2022-2023-2024	SUPPLY OF OFFICE FURNITURE, FIXTURES AND FITTINGS	OPEN
15.	BIOVAX/PRE/0015/2022-2023-2024	SUPPLY OF SOFT DRINKS AND BEVERAGES	OPEN
16.	BIOVAX/PRE/0016/2022-2023-2024	SUPPLY OF STAFF UNIFORM	OPEN
17.	BIOVAX/PRE/0017/2022-2023-2024	PROVISION OF OFFICE CLEANING SERVICE	YOUTH, WOMEN AND PERSONS WITH DISABILITY
18.	BIOVAX/PRE/0018/2022-2023-2024	PROVISION OF AIR TRAVEL AND TICKETING SERVICES	IATA REGISTERED ONLY

S/NO	TENDER NO.	TENDER NAME	REMARKS
19.	BIOVAX/PRE/0019/2022-2023-2024	REFUSE AND GARBAGE COLLECTION	YOUTH, WOMEN AND PERSONS WITH DISABILITY
20.	BIOVAX/PRE/0020/2022-2023-2024	PROVISION OF FUMIGATION AND PEST CONTROL SERVICES	OPEN
21.	BIOVAX/PRE/0021/2022-2023-2024	HIRE OF TENTS AND OUTSIDE CATERING FACILITIES	YOUTH, WOMEN AND PERSONS WITH DISABILITY
22.	BIOVAX/PRE/0022/2022-2023-2024	PROVISION OF LANDSCAPING SERVICES	OPEN
23.	BIOVAX/PRE/0023/2022-2023-2024	PROVISION OF MINOR WELDING WORKS	YOUTH, WOMEN AND PERSONS WITH DISABILITY
24.	BIOVAX/PRE/0024/2022-2023-2024	DESIGN AND BRANDING OF PROMOTIONAL MATERIALS, T-SHIRTS, CAPS, BANNERS, POSTERS AND GIVE AWAYS	YOUTH, WOMEN AND PERSONS WITH DISABILITY
25.	BIOVAX/PRE/0025/2022-2023-2024	REPAIR OF OFFICE EQUIPMENT AND MACHINES	YOUTH WOMEN AND PERSONS WITH DISABILITY
26.	BIOVAX/PRE/0026/2022-2023-2024	PRINTING SERVICES	YOUTH, WOMEN AND PERSONS WITH DISABILITY
27.	BIOVAX/PRE/0027/2022-2023-2024	REPAIR AND MAINTENANCE OF PABX	OPEN
28.	BIOVAX/PRE/0028/2022-2023-2024	REPAIR AND MAINTENANCE OF MOTOR VEHICLES	YOUTH, WOMEN AND PERSONS WITH DISABILITY
29.	BIOVAX/PRE/0029/2022-2023-2024	MAINTENANCE OF GENERATORS	OPEN
30.	BIOVAX/PRE/0030/2022-2023-2024	MAINTENANCE OF AIR CONDITIONERS	OPEN
31.	BIOVAX/PRE/0031/2022-2023-2024	REPAIR AND MAINTENANCE OF BUILDINGS, CIVIL WORKS AND SEWERAGE SERVICES	OPEN
32.	BIOVAX/PRE/0032/2022-2023-2024	PROVISION OF CONSULTANCY SERVICES-QUANTITY SURVEYING, LANDSCAPING, STRUCTURAL/ CIVIL ENGINEERING, ARCHITECTURAL SERVICES, ELECTRICAL ENGINEERING, INTERIOR DESIGN AND ENVIRONMENTAL SERVICES	OPEN
33.	BIOVAX/PRE/0033/2022-2023-2024	PROVISION OF TRAINING AND CAPACITY BUILDING SERVICES	OPEN
34.	BIOVAX/PRE/0034/2022-2023-2024	PROVISION OF INSURANCE BROKERAGE SERVICES	OPEN
35.	BIOVAX/PRE/0035/2022-2023-2024	PROVISION OF HOTEL ACCOMODATION & CONFERENCE SERVICES	OPEN
36.	BIOVAX/PRE/0036/2022-2023-2024	PROVISION OF INTERNET, EMAIL AND WEB BASED SERVICES	OPEN
37.	BIOVAX/PRE/0037/2022-2023-2024	PROVISION OF SANITARY SERVICES	OPEN

S/NO	TENDER NO.	TENDER NAME	REMARKS
38.	BIOVAX/PRE/0038/2022-2023-2024	PROVISION OF ASSET VALUATION SERVICES	OPEN
39.	BIOVAX/PRE/0039/2022-2023-2024	PROVISION OF CUSTOMER SATISFACTION SURVEYS	OPEN
40.	BIOVAX/PRE/0040/2022-2023-2024	PROVISIN OF EMPLOYEE SATISFACTION & WORK ENVIRONMENT SURVEYS	OPEN
41.	BIOVAX/PRE/0041/2022-2023-2024	PROVISION OF LEGAL SERVICES	OPEN

Pre-qualification documents may be obtained free of charge downloaded from BIOVAX website: www.biovax.go.ke

Complete documents in a plain, sealed envelope marked prequalification of suppliers indicating the category of items should be addressed to:

**THE DIRECTOR/CEO
KENYA BIOVAX INSTITUTE LIMITED
P.O. BOX 40779 - 00100
NAIROBI.**

and deposited in the **TENDER BOX** at First floor Afya house so as to be received on or before **6th January 2023 AT 10.00AM**. The documents will be opened on the same day at **11.00 a.m** and bidders or their representatives are welcome to witness the opening.

Late bids shall not be accepted.

SECTION C: PREQUALIFICATION CRITERIA

#	Required information	Allocated scores
1	Registration documentation <ul style="list-style-type: none"> • Certificate of Incorporation/Registration certificate • PIN certificate. 	5 5
2	Valid Tax compliance certificate	8
3.	Financial capacity <ul style="list-style-type: none"> • Audited reports for the last 3 years • Mode of payment & willingness to give credit 	9 2
4.	Past Experience & Performance <ul style="list-style-type: none"> • No. of years in business • Five referees (mostly clients) attach proof 	5 15
5	Confidential business questionnaire	

	<ul style="list-style-type: none"> • Duly filled • Fixed premises with telephone facilities (will be inspected/verified by a team from BIOVAX officers) 	5
6.	Litigation History	6
7	Other certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent)	5
8	Manpower and expertise	10
9	Past Performance (for BIOVAX Past/Current suppliers)	12
10	Declaration and Company stamp	4
	Total	100

NB; Youths, Women and Persons with disability shall be exempt from most of the above evaluation criteria upon submission of requisite certificate with National Treasury.

SECTION D: APPLICATION FORM

Official Receipt No. (*of purchase of prequalification Document*)

(Attach copy)

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (**Firm Name**) hereby apply for
registration as a supplier for.....

(Category code No.)

Postal Address

Telephone Number (fixed line) Mobile.....

E-mail Address Fax.....

Town Street

Building Floor..... Room/office.....

Other Branches/locations

Full name of authorized signatory

Designation

Official Rubber Stamp and Signature

SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

Part 1: General information

Business Name	
Physical Location of Business premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation	Town..... Street..... Building Name..... Floor.....
Business operations	Year established..... Duration of business operations.....
Principal Contact Person	Name..... Position.....
Postal Address	P.O. BoxCode
Nature of Business	
Maximum value of business which you can handle at any one time	Kshs
Name of your bankers	Branch.....

Part 2(a) – Sole Proprietor

Your name in full
Age
Nationality
Country of Origin
Citizenship details

Part 2(b) – Partnership

Give details of partners as follows:

No.	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

Part 2(c) – Registered Company

Private or Public			
State the nominal and issued capital of the company	Nominal Kshs..... Issued Kshs.....			
Give details of all directors	Name	Nationality	Citizenship details	Share

Date..... Signature of tenderer:

If Kenyan citizen, indicate “citizenship details”, whether by Birth, Naturalization or Registration.

(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. Certificate of Registration/Incorporation (Attach copy)
2. Valid Trade License (Attach copy)
3. State VAT Registration No. (Attach copy)
4. PIN NO (Attach copy)
5. Attach proof of being up to date in VAT and Income Tax Returns (Attach copy of current Tax Compliance Certificate)
6. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law
.....
.....
.....
7. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer etc
.....
.....
8. State any technological innovations or specific attributes which distinguishes you from your competitors
9. Tax Compliance Certificate (attach copy)
10. Other important certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent.) Please attach proof

SECTION G: FINANCIAL POSITION & TERMS OF TRADE

PART 1

AUDITED REPORTS

- Attach copies of audited reports for the last 3 years.

PART II

TERMS OF TRADE (PAYMENT TERMS)

BIOVAX would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.

Confirm acceptance of this:

Acceptable/Not Acceptable

SECTION H: LITIGATION/ARBITRATION INCIDENTS

Litigation and Arbitration incidences

- a) Enumerate any past litigation and arbitration incidences encountered by the firm.
- b) State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

SECTION I: CLIENTS DETAILS

Give details of at least 5 Reputable Organizations where you are supplying the category of goods/services applied for. (Attach proof)

1. Organization Name
Address
Tel. No
Contact Person
Position in the Organization
E –Mail Address.....
Signature of contact person.....Date.....
Company Stamp

2. Organization Name
Address
Tel. No
Contact Person
Position in the Organization
E –Mail Address.....
Signature of contact person.....Date.....
Company Stamp

3. Organization Name
Address
Tel. No
Contact Person
Position in the Organization
E –Mail Address.....
Signature of contact person.....Date.....
Company Stamp

4. Organization Name
Address
Tel. No
Contact Person
Position in the Organization
E –Mail Address.....
Signature of contact person.....Date.....
Company Stamp

5. Organization Name
Address
Tel. No
Contact Person
Position in the Organization
E –Mail Address.....
Signature of contact person.....Date.....
Company Stamp

SECTION J: MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least five key personnel proposed for administration and execution of the Contract. Attach Curriculum Vitae (CV's). The CVs should be duly signed by the proposed personnel.

Position	Name	Qualifications	Experience in proposed position

SECTION K: PAST PERFORMANCE

Have you previously been supplying goods/services to BIOVAX?

If yes, give details

.....
.....

Indicate three of the latest orders with BIOVAX

.....
.....
.....

Do you have any pending orders with BIOVAX? If so give details

.....
.....
.....

Have you ever failed to honour BIOVAX LPO? If so give details

.....

Has your contract ever been terminated by biovax?

YES..... NO

If yes, give details on a separate paper

SECTION L: DECLARATION

I/We have completed these forms accurately at the time application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped

Name:

Position in the Company

Date: