



TENDER NO. EEAL/Nbo/2-3/2011

PREQUALIFICATION FOR PROVISION OF PROFESSIONAL OFFICE CLEANING  
SERVICES

TENDER DOCUMENT

[April, 2011]

EVEREADY® East Africa Limited  
Standard Building  
Wabera Street  
P. O. Box 44765 - 00100  
NAIROBI, KENYA  
Website: [www.eveready.co.ke](http://www.eveready.co.ke)

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## INTRODUCTION

- 1.1 This procurement prequalification document has been prepared by the EVEREADY® East Africa Ltd. and is intended for use in prequalifying candidates wishing to supply it with PROFESSIONAL OFFICE CLEANING SERVICES.

The specifics of the tender include:

- 1.1.1 Full time in-house cleaner with specific duties as follows
- § Vacuum cleaning of carpeted areas on a daily basis
  - § Sweeping, mopping and cleaning of tiled floors on a daily basis
  - § Dusting and shining of all office furniture, equipment and fitting on a daily basis
  - § Telephone set disinfection twice a month
  - § Cleaning and shining of glass partitions twice a week
  - § Cleaning of doors and windows from inside only, once a week
  - § Provision of support services for water, tea and boardroom services
  - § Quarterly Pest control activities
- 1.2 The standard document includes a form for invitation for prequalification, instructions to candidates and a letter of application with attached forms for candidates to complete.

## SECTION I - INVITATION FOR PREQUALIFICATION

1. EVEREADY® East Africa Ltd. hereinafter referred as “Procuring entity” intends to prequalify candidates for the provision of PROFESSIONAL OFFICE CLEANING SERVICES.
2. Prequalification is open to manufacturers, suppliers and service firms.
3. Eligible candidates may obtain the prequalification document from EVEREADY® East Africa Ltd., Standard Building, 5<sup>th</sup> Floor, on normal working days from April 15, 2011 to April 29, 2011 between 8:00 a.m. to 12.45p.m and 2.00pm to 4:30 p.m. upon payment of a non-refundable fee of KShs.3,000.00 (Kenya Shillings three Thousand only) and can also be viewed and downloaded from the website [www.eveready.co.ke](http://www.eveready.co.ke).

Bidders who download the Document from the website will be required to pay a reduced fee of KShs.2,500. Payments may be made through a Banker’s cheque submitted together with the tender.

4. A minimum requirement for qualification is to provide all technical details as detailed at the Appendix to Instructions to Applicants and the standard forms.
5. Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box at:  
EVEREADY® East Africa Ltd.  
Standard Building, 5<sup>th</sup> Floor  
Wabera Street,  
P.O. Box 44765 – 00100,  
Nairobi, Kenya

so as to be received on or before April 29,2011 at 4p.m.

6. All candidates whose applications will have been received by the closing date and time will be advised in due course of the results of their applications. Only candidates prequalified under this prequalification process will be invited to tender.

## SECTION II - INSTRUCTIONS TO APPLICANTS (ITA)

- 2.1 Scope of Tender  
EVEREADY® East Africa Ltd., hereinafter referred to as the procuring entity, intend to prequalify candidates for the PROVISION OF COURIER SERVICES.
- 2.1.1 The tender Number is EEAL/Nbo/2-3/2011 under the name PREQUALIFICATION FOR PROVISION OF PROFESSIONAL OFFICE CLEANING SERVICES.
- 2.1.2 It is expected that prequalification applications will be submitted so as to be received by the procuring entity not later than April 29, 2011 at 4p.m.
- 2.1.3 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
- 2.2 Submission of Application
- 2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at:  
EVEREADY® East Africa Ltd.  
Standard Building, 5<sup>th</sup> Floor  
Wabera Street,  
P.O. Box 44765 – 00100,  
Nairobi, Kenya
- so as to be received on or before April 29,2011 at 4p.m.
- The procuring entity reserves the right to accept or reject late applications.
- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3 All the information requested for pre qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.
- 2.3 Eligible Candidates
- 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as indicated in the appendix to instructions to candidates.

- 2.3.2 All firms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.
- 2.4 Qualification Criteria
- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown at Section II and IV. See also 2.12.
- 2.4.2 Litigation history of the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.
- 2.5 Joint Venture
- 2.5.1 Joint ventures must comply with the following:-
- (a) The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if
    - (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements,
    - (ii) the new partners to a joint venture are not qualified, individually or as another joint venture; or
    - (iii) in the opinion of the procuring entity a substantial reduction in competition may result.
  - (b) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.
- 2.5.2 The pre-qualification of a joint venture does not necessarily pre qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity.
- 2.6 Public Sector companies
- 2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.
- 2.7. Conflict of Interest
- 2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or

with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

## 2.8. Updating Pre-qualification Information

2.8.1 Pre-qualified candidates shall be required to update the financial information used for pre qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## 2.9. Fraud and Corruption

Any effort by a bidder to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award will constitute a corrupt/ fraudulent practice. In pursuit of this policy, the procuring entity:

2.9.1 Defines, for the purposes of this provision, the terms set forth below as follows: "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.

2.9.2 "fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.

2.9.3 "collusive practice" means a scheme or arrangement between two or more bidders designed to establish bid prices at artificial, noncompetitive levels; and

2.9.4 "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

2.9.5 will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question

## 2.10 Amendment of Pre-qualification Document

2.10.1 At any time prior to the deadline for submission of applications, the procuring entity may amend the Prequalification Document by issuing addenda.

2.10.2 Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document from the procuring entity.

- 2.10.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the procuring entity may, at its discretion, extend the deadline for the submission of applications.
- 2.11 Cost of Application  
The Applicant shall bear all costs associated with the preparation and submission of its application. The procuring entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
- 2.12 Evaluation of Applications
- 2.12.1 The procuring entity will examine the applications to determine whether they are complete and generally in order to be determined as sufficiently responsive.
- 2.12.2 The procuring entity will carry out the evaluation of the Applications, on the basis of their responsiveness to the requirements, applying the evaluation criteria and point system specified in the Data Sheet.
- 2.12.3 The highest ranked applicants selected will be invited to submit their quotations for PROVISION OF PREQUALIFICATION FOR PROVISION OF PROFESSIONAL OFFICE CLEANING SERVICES to the Procuring entity for the procurement period to December, 2013.
- 2.12.4 The procuring entity reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract.
- 2.13 Invitation to Bid
- 2.13.1 The highest ranked applicants selected will be pre-qualified to submit their quotations (bids) for the PROVISION OF PREQUALIFICATION FOR PROVISION OF PROFESSIONAL OFFICE CLEANING SERVICES to the Procuring entity for the procurement period to December, 2013.



**APPENDIX TO SECTION II - INSTRUCTIONS TO APPLICANTS (ITA)**

The following instructions for the pre qualification of candidates shall supplement, complement or amend the provisions of the instructions to applicants.

Where there is a conflict between the provisions of the instructions to applicants and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

Prequalification Data Sheet	
<b>A. General</b>	
ITA 2.1	The Procuring Entity is: EVEREADY® East Africa Ltd. Standard Building, 5 <sup>th</sup> Floor Wabera Street, P.O. Box 44765 – 00100, Nairobi, Kenya  Telephone: 020 2216139 Fax: 020 343213
ITA 2.1	The Tender number is: EEAL/Nbo/2-3/2011
ITA 2.1	The name of the Tender is: Prequalification Tender PREQUALIFICATION FOR PROVISION OF PROFESSIONAL OFFICE CLEANING SERVICES
<b>B. Contents of the Prequalification Document</b>	
ITA 2.1	For clarification purposes, the Procuring entity's address is: Attention: Chairman, Procurement Committee EVEREADY® East Africa Ltd. Standard Building, 5 <sup>th</sup> Floor Wabera Street, P.O. Box 44765 – 00100, Nairobi, Kenya
<b>C. Preparation of Applications</b>	
ITA 2.2.3	The language of the application as well as of all correspondence is: English.
Documents Required	The Applicant MUST submit with its application, the following documents (failure will lead to automatic disqualification): 1. COPY OF TENDER PURCHASE RECEIPT 2. DEALERSHIP OR AGENCY LICENCE ( <i>where applicable</i> ) 3. COMPANY'S REGISTRATION CERTIFICATE 4. VAT REGISTRATION CERTIFICATE

	<ol style="list-style-type: none"> <li>5. PIN CERTIFICATE COPY</li> <li>6. COPY OF ANY LATEST ETR RECEIPT</li> <li>7. TAX COMPLIANT CERTIFICATE (VALID)</li> <li>8. MOST RECENT AUDITED FINANCIAL ACCOUNTS</li> <li>9. ALL STATUTORY CERTIFICATE/PERMIT/LICENSE</li> <li>10. REFERENCE LETTERS FROM 3 FIRMS PREVIOUSLY WORKED WITH</li> <li>11. DECLARATION FORM (In the attached format)</li> </ol>
Number of copies to be submitted	One original document shall be submitted
<b>D. Submission of Applications</b>	
Submission Date	<p>The deadline for application submission is:  Date: April 29, 2011  Time: 4 p.m.  Applications will be opened in accordance with internal procurement procedures of the procuring entity only by the procurement committee.</p>
<b>E. Evaluation Criteria</b>	
ITA 2.12 Preliminary Examination	<p>This shall entail Procuring entity examining the tender documents submitted by the bidder to determine whether they are complete, whether all the documents have been submitted, whether the documents have been properly signed, and whether the applications are generally in order.</p> <p>Applicants shall be responsible for errors and omissions of their applications.</p> <p>The Procuring entity may waive any minor informality or non-conformity or irregularity in an application which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any applicant.</p> <p>Prior to the detailed evaluation, the Procuring entity will determine the substantial responsiveness of each application to the tender documents. For purposes of these paragraphs, a substantially responsive application is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of an application's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.</p> <p>If an application is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the applicant by correction of the non-conformity.</p>

	Applicants whose applications shall not qualify at this stage will not be evaluated further.		
Detailed Evaluation	Detail	Max Score	Score Attained
	1. Specific Experience of the Tenderer related to the Assignment	45	
	Ø General experience (also based on Annual Turnover)	10	
	Ø Exposure and performance based on references and similar jobs previously done	15	
	Ø General experience based on volume of business	20	
	2. Item/Service provision capability	35	
	Ø Ability to Achieve deadlines	10	
	Ø Response Times or Delivery periods	10	
	Ø Financial capability	15	
	3. Adherence to Statutory requirements	20	
Ø Operating as Principal and not Agent	10		
Ø Compliance with legal requirements to run business	5		
Ø Litigation history	5		
Total	100		

NB: Cut Off Point is 80 marks. Only bidders that meet the cut off score shall be considered.

### SECTION III - LETTER OF APPLICATION

#### Notes on letter of application

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

APPENDIX TO SECTION III - LETTER OF APPLICATION

Date .....

To .....  
 .....  
 (name and address of the procuring entity)

Dear Sir/Madam,

1. Being duly authorized to represent and act on behalf of (name of firm) (hereinafter referred to as "the Applicant" ), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under Tender No.

EEAL/Nbo/2-3/2011 - PREQUALIFICATION TENDER FOR PROVISION OF PROFESSIONAL OFFICE CLEANING SERVICES

2. Attached to this letter are copies of original documents defining
- (a) the Applicant's legal status
  - (b) the principal place of business and
  - (c) the place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
4. Your Agency and its authorized representatives may contact the following persons for further information:

General and managerial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel inquiries	
Contact 1	Telephone 1

Contact 2	Telephone 2

Technical inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
  - (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
  - (b) EVEREADY® reserves the right to:
    - (i) amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
    - (ii) reject or accept any application, cancel the prequalification process, and reject all applications
  - (c) EVEREADY® shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
  
6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association.
  
7. We confirm that if we bid, that bid, as well as any resulting contract, will be:
  - (a) signed so as to legally bind all partners, jointly and severally; and
  - (b) Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
  
8. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and On Behalf of (Name of Applicant or Lead Partner in a Joint venture)	For and on Behalf of (Name of Partner)

If partnership...

Signed	Signed
Name	Name
For and On Behalf of (Name of partner)	For and on Behalf of (Name of Partner)

Signed	Signed
Name	Name
For and On Behalf of (Name of Partner)	For and on Behalf of (Name of Partner)

## SECTION IV - STANDARD FORMS

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## Notes on completion of Standard Forms

### General Guidance

#### COMPLETION OF APPLICATION IN CAPITALS PLEASE

The name of the Applicant (Company, Proprietor or Joint Venture) must be inputted in all the Forms.

- Form 1-        General information  
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format.
- Form 2-        General Experience Record  
This form is to be completed by all applicants. The narrative requested for must give a clear account capable of appreciation of how the EVEREADY business is to be handled by the applicant. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.
- Form 3-        Financial Information  
This form shall be completed by every applicant and each member of a joint venture. It should contained financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached.
- Form 4 -        Litigation History  
This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture

APPLICATION FORM (1)

GENERAL INFORMATION

Trading Name of Applicant (Company, Proprietorship or Joint venture)
--

LEGAL ENTITY TYPE (Please tick)

Sole Ownership	Partnership	Co-operative	Private Co. (Ltd.)	Public Co. (Ltd)
Other: _____				

HEAD OFFICE ADDRESS: \_\_\_\_\_

\_\_\_\_\_

POSTAL CODE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

IF LIMITED COMPANY (attach copies of certificates)

REGN. NO. \_\_\_\_\_ PIN. NO. \_\_\_\_\_

VAT NO. \_\_\_\_\_ W/TAX NO. \_\_\_\_\_

YEAR OF INCORPORATION/  
REGISTRATION \_\_\_\_\_ PLACE OF INCORPORATION/  
REGISTRATION \_\_\_\_\_

IF SOLE TRADER/PARTNERSHIP (attach copies of certificates)

FULL NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_

FULL NAME \_\_\_\_\_

PERSONAL ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_ HOW LONG TRADING \_\_\_\_\_

TRADE REFERENCES (not associated companies)

	TRADE REFERENCE 1	TRADE REFERENCE 2
FULL TRADING NAME	_____	_____
FULL ADDRESS	_____	_____
	_____	_____
	_____	_____
TELEPHONE NUMBER	_____	_____
FAX NUMBER	_____	_____
CONTACT PERSON	_____	_____



## FINANCIAL INFORMATION

Trading Name of Applicant (Company, Proprietorship or Joint venture)
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Annual turnover data		
Year	Turnover	KShs.
1.		
2.		
3.		
4.		
5.		

Exchange Rate Used: \_\_\_\_\_

<b>Banker</b>	<p>Name of banker _____</p> <p>Address of banker _____ _____</p> <p>Telephone _____ Contact name and title _____</p> <p>Fax _____ E mail _____</p>
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**DECLARATION**

THE APPLICANT warrants that the information submitted in Form 1-4 is true and correct in all respects.

THE APPLICANT further warrants that he/she has read and understood the contents of this document. Thus signed by THE APPLICANT or its duly authorised agent/signatory who hereby warrants that he/she is authorised to sign on behalf of THE APPLICANT.

SIGNED: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

For and on behalf of \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY RUBBER STAMP