



DELIVERANCE CHURCH

INTERNATIONAL - UMOJA

PREQUALIFICATION OF SUPPLIERS

—

FINANCIAL YEAR 2023/2024

**CLOSING DATE 18TH AUGUST, 2023
AT 5:00 PM**

Prequalification document, guidelines & instructions

1. PREQUALIFICATION OF SUPPLIERS 2023/2024:

Deliverance Church International - Umoja & Kings School (DCIUKS) are in the process of updating its panel of suppliers for the period 2023/2024. Interested, eligible and competent suppliers are invited to apply for pre-qualification, indicating category of goods, works and services they wish to supply. **Existing suppliers** who wish to be retained **must also re-apply** and **re-submit up-to-date information** requested in this document.

SECTION I: – INVITATION TO TENDER

CATEGORY 1	General supply of goods and services
REF NO.	Item description
DCIUKS/01/2023	Supply of fresh milk
DCIUKS/02/2023	Supply of fresh bread
DCIUKS/03/2023	Supply of dry food stuff
DCIUKS/04/2023	Supply of cereals
DCIUKS/05/2023	Supply of fresh meat and animal products
DCIUKS/06/2023	Supply of ripe bananas
DCIUKS/07/2023	Supply of fresh grocery
DCIUKS/08/2023	Supply of fuel - cooking gas or firewood.
DCIUKS/09/2023	Supply of general office/school stationery
DCIUKS/10/2023	Supply of toiletries - tissues, serviettes, hand towels and cleaning materials
DCIUKS/11/2023	Supply of computer consumables, genuine toner / cartridges and accessories
DCIUKS/12/2023	Supply of motor vehicle spare parts.
DCIUKS/ 13/2023	Supply of hardware materials.
DCIUKS/14/2023	Supply of electrical materials.
DCIUKS/15/2023	Supply of pharmaceutical drugs & laboratory items.
DCIUKS/16/2023	Supply of computer hardware, servers, ups, printers/photocopiers software and licenses.
CATEGORY 2	Provision and supply works and services
REF NO.	Item description
DCIUKS/17/2023	Provision of catering services
DCIUKS/18/2023	Provision of printing & branding
DCIUKS/19/2023	Provision, supply and service of fire equipment.

DCUKS/20/2023	Provision of sanitary services.
DCUKS/21/2023	Provision of fumigation and pest control.
DCIUKS/22/2023	Provision of carpentry work - installation, repairs & maintenance.
DCIUKS/23/2023	Provision of plumbing works - installation, repairs & maintenance.
DCIUKS/24/2023	Provision of electrical services -installation, repairs & maintenance.
DCIUKS/25/2023	Provision of mason works.
DCIUKS/26/2023	Provision of painting works.
DCIUKS/27/2023	Provision of motor vehicle mechanical maintenance and servicing.
DCIUKS/28/2023	Provision of tents & chairs hiring and decor.
DCIUKS/29/2023	Provision of transport service , vehicle hire & rider services
DCIUKS/30/2023	Provision of renovation works and welding/fabrication.
DCIUKS/31/2023	Provision of Insurance Services, medical cover, property insurance.

A complete set of pre-qualification documents can be obtained from the church website www.dcumoja.org or at the Church reception at a fee of Kshs. 300/- for the document and upon payment of a **non-refundable fee of Kshs. 2,000 per pre-qualification**. Payment should be made in **only** through MPESA Paybill **991648** account name **“TENDER”**, a receipt will be issued upon evidence of payment.

Duly completed pre-qualification /tender documents in TWO (2) SETS COPIES in plain sealed envelopes marked “Pre-Qualification NO.....” “With Details of Pre-Qualifications and Category No.....” should be addressed to the:

**Chairman
Finance Committee Deliver-
ance Church International -
Umoja
P. O. Box 62644-00200
Nairobi**

And be delivered to the tender box situated outside the church administrator’s office, to be received on or before **18th August 2023 at 5.00 pm.**

Pre-qualification documents will be opened on **31th August 2023 at 10.00 pm**, in the presence of the candidates or their representatives who choose to attend at Deliverance Church International - Umoja Board Room.

Deliverance Church International - Umoja reserves the right to accept or reject applications either wholly or in part and is not bound to give reasons for its decisions.

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SECTION II – INSTRUCTIONS TO CANDIDATES

ELIGIBLE CANDIDATES:

This invitation to tender is open to all eligible candidates as described in the Prequalification Document. Candidates involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

RECIPROCAL BUSINESS PRINCIPLE:

Potential candidates should show willingness and openness to transact business with Deliverance Church International - Umoja Business units on a reciprocal basis, if or where possible.

COST OF TENDERING:

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

The price to be charged for the tender document shall not exceed Kshs. 2,000/=

CLARIFICATION OF DOCUMENTS:

A prospective candidate requiring any clarification of the bidding document may notify the Procuring entity in writing or by email at the entity's address procurement@dcumoja.org. The Procuring entity will respond in writing to any request for clarification of the tender documents.

The Church shall allow the tenderer to review the tender document free of charge before purchase.

AMENDMENT OF THE PREQUALIFICATION DOCUMENTS:

At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the document.

DOCUMENTS COMPRISING THE PREQUALIFICATION DOCUMENT:

The document prepared by the candidate shall comprise documentary evidence that the candidate is eligible and is qualified to be prequalified in the prequalification document.

SEALING AND MARKING OF TENDERS:

The candidate shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

The inner and outer envelopes shall:

- (a) Be addressed to the Procuring entity at the address given in the Invitation to prequalify:
- (b) Bear Prequalification Number, Title and category the candidate wishes to be prequalified in and the words, "DO NOT OPEN BEFORE," (day, date and time of closing)

The inner envelopes shall also indicate the name and address of the candidate to enable the tender to be returned unopened in case it is declared "late".

If the outer envelope is not sealed and marked as required, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

DEADLINE FOR SUBMISSION OF TENDERS:

Tenders must be received by the Procuring entity at the address specified under paragraph no later than the day, date and time indicated on the schedule in Section I.

OPENING OF PREQUALIFICATION DOCUMENTS:

The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at (time, day and date of opening) and in the location specified in the Invitation to prequalify. The tenderers' representatives who are present shall sign a register evidencing their attendance.

EVALUATION AND COMPARISON OF TENDERS:

The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive.

To qualify for Prequalification, the candidates shall have the following:

- a) Necessary qualifications, capability experiences, services, equipment and facilities.
- b) Legal capacity to enter into a contract for procurement.
- c) Evaluation parameters are provided under the schedule of requirements.

CONTACTING THE PROCUREMENT ENTITY:

No candidate shall contact the procuring entity on any matter relating to its bid from the time of the opening to the prequalification list is approved.

Any effort by a candidate to influence the procuring entity in its decisions on evaluation, comparison or approval may result in the rejection of the candidates bid.

AWARD OF CONTRACT:

Candidates that make it past the initial vetting stage may undergo a more thorough vetting and evaluation process. In addition, the procuring entity may visit or undertake any other activity to determine to its satisfaction whether a candidate is qualified to be prequalified. A negative determination will result in rejection of the candidates bid.

APPROVAL CRITERIA

A candidate will be considered for registration in the list of supplier for goods, services or small works where the candidate is deemed to be substantially responsive and has been determined to have the necessary capacity. Furthermore, potential candidates may be subject to further vetting and evaluation by the Procuring entity.

NOTIFICATION OF APPROVAL:

The procuring entity will notify all bidders on the results of the prequalification exercise. Deliverance Church International - Umoja reserves the right to accept or reject applications either wholly or in part and is not bound to give reasons for its decisions.

CORRUPT OR FRAUDULENT PRACTICES:

The Procuring entity requires that candidates observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations; the following terms are defined as follows;

i) “**corrupt practice**” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

ii) “**fraudulent practice**” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenders (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition.

The procuring entity will reject a candidate’s prequalification document if it determines that the candidate recommended for award has engaged in corrupt or fraudulent practices in competing for the contract. Further a candidate who is found to have indulged in corrupt or fraudulent practices risks being blacklisted by Deliverance Church International - Umoja and will not be considered for current or future tender considerations.

STANDARD FORMS

CONFIDENTIAL BUSINESS QUESTIONNAIRE

1. Business name
Postal address Code Town
2. Principal contact person/sPosition
3. Physical location of business
TownStreet.....
Email address(es)
4. Company registration/Business Name Reg. No. (Attach copy)
5. VAT Registration No. (Attach copy)(If Any).....
6. PIN certificate (Attach copy).....
7. Valid tax compliance certificate (shall be one issued by the relevant tax authorities and valid for at least up to the tender closing date (attach copy).
8. Business permit (attach copy).....Brief description of goods/services/business that you offer.....
9. Is your organization willing to transact business with Deliverance Church International - Umoja.
Yes
No.....

REFERENCES:

Provide contact details of 3 references of previous or current corporate clients that you have worked for in the past 2 years. References may be contacted at any time.

- 1. Organization.....Contact.....Position
- Telephone.....E-mail address.....

- 2. Organization.....Contact.....Position
- Telephone.....E-mail address.....

- 3. Organization.....Contact.....Position
- Telephone numberE-mail address.....

Please attach copies of LPOs, award letters or any other approved document from each of the above showing works done and their value.

ADDITIONAL DOCUMENTS:

The following documents shall be attached to the tender application:

1. Copy of receipt or bank slip/proof of payment of non-refundable application charges.
2. Company profile, including list of key clients, both past and current.
3. For **Category 1, 2**, a cost proposal of goods, service charges, consultation fees, rates and retainer fees where applicable.

DECLARATION FORM

To.....Date

The tenderer i.e (name and address)
.....

Declares the following:

- a) Has not been barred or blacklisted by any procurement entity.
- b) Has not been involved in and will not be involved in corrupt and fraudulent procurement and business practices.
- c) The tenderer (including all members, of a joint venture and subcontractors) is not associated, or has not been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the procuring entity to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services under this invitation for tenders.

Name.....Title

Signature.....Date.....

(To be signed by authorized representative and officially stamped)