



Insurance

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PRE-QUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES

CATEGORY:
CATEGORY REF. NO

AAR PREQUALIFICATION 2019/2020



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1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

AAR Insurance Kenya would like to invite interested candidates who must qualify by meeting the set criteria as provided by AAR Insurance Kenya to perform the contract of supply and delivery of goods or provision of services.

1.2 Project objective

The main objective of prequalification is to maintain a register of suppliers and service providers to AAR Insurance on as and when required basis through quotations for the financial year.

1.3 Registration of Suppliers/Contractors

AAR Insurance Kenya will only register those candidates who meet the criteria as spelt out in this document. All candidates who are currently engaged by AAR Insurance Kenya need to reapply in order to comply with conditions stipulated in this document.

1.4 Invitation of Prequalification

Suppliers registered with the Registrar of Companies under the Laws of Kenya in the supply of respective goods or services are invited to submit their PREQUALIFICATION documents to the Managing Director, AAR Insurance Kenya, so that they may be prequalified for submission of tenders. AAR Insurance Kenya requires prospective suppliers to supply mandatory information for prequalification.

1.5 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar goods and services to other private and government institutions of similar size and complexity. Potential suppliers and contractors must demonstrate that they are willing to meet the prequalification criteria set out in the document.

1.6 Prequalification Document

This document includes a confidential business questionnaire and documents required from prospective suppliers. In order to be considered for prequalification, a prospective supplier must submit all the information required herein.

1.7 Distribution of Prequalification Document

The completed prequalification data and other required information shall be submitted to:

**The Managing Director
AAR Insurance Kenya
P.O. Box 41766-00100
NAIROBI**

In order to reach on or before at Real Towers Hse, Hospital Rd, Ground Flr, and Nairobi.

1.8 Questions Arising from the Document

Any questions that may arise from the prequalification documents should be addressed to the Procurement Officer at the address above

1.9 Additional Information

AAR Insurance Kenya reserves the right to request submission of additional information from prospective suppliers.

2.0 Supply of goods and services will be subjected to youth, women and persons with disability rule where applicable.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay customs duty, VAT and any other applicable taxes for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs Clearance

The contractors/suppliers shall be responsible for customs clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be in unit price, type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the Managing Director or Procurement Committee.

2.4 Payments

Payments will be made upon the supplier satisfying the supply conditions.

3. PREQUALIFICATION DATA INSTRUCTIONS

3.1 Prequalification Data Forms

- (i) The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-6, PQ-7, and PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tenders for the specified category.
- (ii) The prequalification application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in indelible ink.

3.2 Qualification

- (i) It is understood and agreed that the prequalification data on prospective bidders is to be used by AAR in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the items required in the respective category
- (ii) Prospective bidders will not be considered qualified unless in the judgment of AAR Insurance Kenya. They must possess capability, experience, qualified personnel, suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods or services required.

3.3 Mandatory Criteria for Prequalification

- (i) Prospective bidders shall have at least 3 years experience in the supply of goods, services and allied items. In case of potential suppliers/contractors they should show competence, willingness and capacity to service the contract.
- (ii) Prospective suppliers are required to have special experience and capability to organize, supply and deliver items or services on short notice.
- (iii) Prospective suppliers must meet all the Kenya Revenue Authority requirements for VAT and must be registered, must have premises, valid trading license and meet all other Government of Kenya requirements to engage in business.

3.4 Personnel

The names and pertinent information and the CVs of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.5 Financial Condition

- (i) The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as the letters of reference from their bankers regarding supplier's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- (ii) Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data on form PQ-4 will be used for potential bidders, who should provide evidence of financial capability to execute the contract.

3.6 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in form PQ-5 where applicable.

3.7 Statement

Application must include a sworn statement form PQ-6 by the potential supplier/ contractor ensuring the accuracy of the information given

3.8 Withdrawal of Prequalification

Should conditions arise between the time a firm is pre-qualified to bid and the bid opening date which, in the opinion of AAR, could substantially change the performance and qualification of the bidder or his ability to perform such but not limited to bankruptcy, change in ownership or new commitments, AAR reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.9 Outlined Supply and Delivery Procedures

The pre-qualified applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in Form PQ-2

3.10 Prequalification Evaluation Criteria

Required Information	Form Type	Points Scored
1. Registration Documentation	PQ-1	20
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	5
4. Past Experience	PQ-4	20
5. Financial Statement	PQ-5	15
6. Sworn Statement	PQ-6	5
7. Confidential Questionnaire	PQ-7	20
8. Litigation History	PQ-8	10
TOTAL		100

3.11 Qualification Mark

The qualification mark shall be 70 marks and above
AAR Insurance reserves the right to adjust the qualification marks accordingly

FORM PQ-1: REGISTRATION DOCUMENTATION

All firms must provide:

- (i) Copy of Certificate of Registration or Incorporation
- (ii) Copy of VAT Registration Certificate
- (iii) Copy of PIN Certificate of the Firm/ Company/Individual
- (iv) List of ongoing Contracts/ Projects or outstanding orders to supply (goods or services).
- (v) Bank reference letter
- (vi) Tax Compliance Certificate

FORM PQ-2: PRE-QUALIFICATION DATA

1. Contractor Identification

Legal Name of Firm

Post Office Address.....

Street and Address.....

City/ Town

Country

Telephone

Contact Person

Title

2. Organization and Business Information

Managing Director

Secretary

General Manager

Treasurer.....

Others

Partnership (if applicable)

Names of Partners

When Business founded or incorporated

Under present Management since?

Net worth equivalent in Kshs

Bank Reference and Address

[Enclose copy of the Organization Chart of the firm indicating the main fields of activity]

FORM PQ-3: SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Professional Qualification

Length of Service with Contractor or Supplier

Supply or Service Experience

a) Name of Client/Customer

- b) Character and Nature of Contract
- c) Contract Value
- d) Location of Contract
- e) Period of Contract
- f) Title and Responsibility in Contract
- g) Other

Proposed Technical Personnel

- a)
- b)
- c)
- d)
- e)

Proposed position in this project if contract is awarded.....
 Brief statement of supply and service delivery method the supplier plans to use to execute the contract.....

FORM PQ-4: PAST EXPERIENCE

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS
 NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1. Name of 1st Client (Organization)

- (i) Name of Client Organization
- (ii) Name of Contact Person at the Client Organization
- (iii) Address
- (iv) Telephone No.
- (v) Value of Contract
- (vi) Duration of Contract (Dates)

2. Name of 2nd Client (Organization)

- (i) Name of Client Organization
- (ii) Name of Contact Person at the Client Organization
- (iii) Address
- (iv) Telephone No.
- (v) Value of Contract
- (vi) Duration of Contract (Dates)

3. Name of 3rd Client (Organization)

- (i) Name of Client Organization
- (ii) Name of Contact Person at the Client Organization
- (iii) Address
- (iv) Telephone No.
- (v) Value of Contract
- (vi) Duration of Contract (Dates)

4. Name of 4th Client (Organization)

- (i) Name of Client Organization
- (ii) Name of Contact Person at the Client Organization
- (iii) Address
- (iv) Telephone No.
- (v) Value of Contract
- (vi) Duration of Contract (Dates)

5. Name of 5th Client (Organization)

- (i) Name of Client Organization
- (ii) Name of Contact Person at the Client Organization
- (iii) Address
- (iv) Telephone No.
- (v) Value of Contract
- (vi) Duration of Contract (Dates)

6. What measures are undertaken by your company to ensure that goods/services provided are of world quality standards? (Attach evidence)

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.....

7. How do you ensure that the goods/services provided are not degrading to the environment?

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FORM PQ- 5: FINANCIAL STATEMENT

Attach a copy of firm’s most recent certified statement giving a summary of assets and current liability/ or any other financial support

FORM PQ-6: SWORN STATEMENT

Having studied the prequalification information for the above project, I/We hereby state:

- (i) That the information furnished in our application is accurate to the best of our knowledge.
- (ii) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of tenders or quotations on the basis of the provision in the tender or quotation documents.
- (iii) That when the call for tenders/quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes,I/We shall inform you and acknowledge your right to review the prequalification made.

Date

Applicants (Bidders Firm) Name

Represented by

Signature

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

FORM PQ-7: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.
You are advised that it is a serious offence to give false information on this form.

Part 1. General:

Business Name
Location of business premises
Plot No.
Street/Road
Postal AddressTel. No. Fax
Email
Nature of business
Registration Certificate No.
Maximum value of business which you can handle at any one time Ksh
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

Name	Nationality	Citizenship Details	Shares
1			
2			
3			
4			
5			

Part 2(c) - Registered Company

Public or Private

State the nominal and issued capital of the company
Nominal Ksh
Issued Ksh

Give details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1			
2			
3			
4			
5			

Date
Signature of Tenderer

If a Kenyan citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

FORM PQ-8: LITIGATION HISTORY

Name of Supplier/Contractor

Contractors should provide information on any history of litigation or arbitration resulting from contracts executed in the last five (5) years or currently under execution.

Year	Award for or against	Name of Client, cause of litigation and matter in dispute	Disputed amount (current value in Ksh)