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TENDER BID FOR SUPPLY OF GOODS AND SERVICES- NAIROBI 2023-2025



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Pre-qualification questionnaire

Invitation to Bid

Duly completed and stamped documents should be returned in a sealed envelope to:
The Procurement committee, FilmAid Kenya and:

- a. Dropped at the tender box located at the front office of FilmAid Kenya Nairobi Office, FAWE House, CHANIA AVENUE
- b. Sent by post to P.O. Box 21751 – 00505, Nairobi so as to reach not later than 17th February 2023, at 5:00 P.M

Questionnaire Purpose

The purpose of this questionnaire is to identify a number of suitably qualified and experienced organizations/companies who will be invited to submit quotations for supply of goods and services for the years 2023 to 2025.

FilmAid Kenya procurement committee will use the information that you provide in response to this questionnaire to determine which organizations/companies are most suited, in the opinion of **FilmAid Kenya procurement committee** in terms of technical knowledge and experience, organizational and financial standing to submit quotations.

Questionnaire Layout

The Questionnaire is split into 4 distinct parts;

1. Part A seeks details of the organizations/companies
2. Part B requests details concerning the financial status of the organization/companies
3. Part C relates to business probity with details of sole proprietor/partner/companies and consultants
4. Part D requests reference details.

All information requested should be provided in the order and format of the above sections. This should be clearly filled in the spaces provided. If the space is not adequate, please write on additional separate paper.



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Questionnaire Responses

All responses will be treated as confidential by FilmAid Kenya procurement committee.

Tender Bid questionnaire

Only information provided as a direct response to the questionnaire will be evaluated. Information and details which form part of the general company literature or promotional brochures e.t.c. will not form part of the evaluation process.

Supplementary documentation may be attached to the questionnaire where applicants have been directed to do so. Such material must be clearly marked with the name of the organization and the question to which it relates to and initialed at the bottom of each page. All questions must be answered. If the question is not relevant, the words 'not applicable' must be inserted.

Please note that we may require clarification of the answers provided or ask for additional information. This shall be done in writing and communicated to the supplier.

Contact details and submission of completed Questionnaire to be returned to:

The Procurement Committee
FilmAid Kenya
FAWE House, Chania Avenue
Tel: +254 (0) 722 540 543
P.O Box 21751-00505
Nairobi



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Pre-qualification questionnaire

PART A

BACKGROUND INFORMATION:

1	Name of company/ organization	
2	Postal Address for all correspondence	
3	Contact person(s)	Main: Alternative contact 1: Alternative contact 2:
4	Designation of contact person(s)	Main: Alternative contact 1: Alternative contact 2:
5	Telephone numbers of company/ organization	
6	Email address and URL	
7	Physical address of registered company/organization	

8	Nature of Organization (sole proprietorship, partnership, company, consultant etc)	
9	Main business of the company/organization as per supply category	
10	Number of employees	Management: Support staff:
11	Name of company directors:	Board of directors: Chairman: Secretary: Treasurer:
12	Are you affiliated with any member of staff at FilmAid Kenya?	Yes: No:
13	If yes for above; state relation to the staff	I am related to _____ Who is a staff member of FilmAid Kenya
14	Length of time company/ organization has been in operation/trading in Kenya	
15	Group If the organization is a member of a group of companies, please give the name, address and physical address of	



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	the ultimate parent company	
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Important Pre-Requisites - Provide certified copies of the following

1. Be registered firm in Kenya with a certificate of registration or incorporation copies of which must be attached.
2. Must provide Copy of current relevant trade licenses.
3. Must have fixed Business premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title).
4. Must be Kenya Revenue Authority (KRA) compliant and up to date with Income Tax and VAT Returns. Attach the following;
 - i. Copy of VAT,
 - ii. PIN Certificates,
 - iii. Certificate of Incorporation,
 - iv. Tax compliance certificates.
5. Company profile
6. List of current clients – contacts of at least 5 of them
7. Travel agency services (IATA/KATA Registered firms only)
8. Copy of contract for description of similar supplies undertaken in the last 12 months-attach final certificate of clearance/ report (where applicable)
9. Proof of dealership for the supply of motor vehicle tyres, tubes and accessories
10. Construction works and supply of containers - Certification/proof of registration under the National Construction Authority
11. Inform of any litigation and arbitration if any, encountered in the past year
12. Fill, sign and stamp the confidential questionnaire



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Prequalification questionnaire

PART B

FINANCIAL STATUS

1	Name of Bank (from which financial reference may be sought)	
2	Bank telephone number	
4	Bank contact name and role in bank	
5	Provide details of the annual Turnover (in Kenya shillings) for Your last financial year	
6(a)	Indicate the maximum credit period that will be given to FilmAid Kenya 30 days 45 days 60 days 90 days	
(b)	Is there credit interest charged for all bills that are due past the credit period?	



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Prequalification questionnaire

PART C

BUSINESS PROBITY

Section 1

1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or has the organization entered into an arrangement with creditors or suspended business activities or any analogous situation arising from similar proceedings under national laws or regulations? Please give details.	
2	Is the organization the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or administration by the court or an arrangement with creditors or any of the other similar proceedings under national laws or regulations? Please give details.	
3	Has any employee whom you would propose to use to deliver this goods/service been convicted of an offence concerning his professional misconduct? Please give details.	
4	Has any employee whom you would propose to use to deliver this goods/service been guilty of grave professional misconduct? Please give details.	
5	Has any employee whom you would propose to use to deliver this service been guilty of serious misrepresentation in supplying or failing to supply the information that may be required under this section? Please give details.	
6	Has the organization not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the republic of Kenya or the country in which it is established? Please give details.	



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Prequalification questionnaire

Section 2

A. Sole proprietor

Give details of proprietor as follows;

Name in Full.....

Nationality.....

ID/ Passport No. (Please attach copy).....

B. Partnership

Give details of partners as follows;

Partner 1

Name in Full.....

Nationality.....

ID/Passport No. (Please attach copy).....

Percentage % Shares held.....

Partner 2

Name in Full.....

Nationality.....

ID/ Passport No. (Please attach copy).....

Percentage % Shares held.....

Partner 3

Name in Full.....

Nationality.....

ID/ Passport No. (Please attach copy).....

Percentage % Shares held.....



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Prequalification questionnaire

C. Registered Company

Give details of company as follows

Private or public.....

Director 1

Name in Full.....

Nationality.....

ID/Passport No. (Please attach copy).....

PIN No. (Please attach copy).....

No of Shares (if held).....

Telephone and email address.....

Director 2

Name in Full.....

Nationality.....

ID/Passport No. (Please attach copy).....

PIN No. (Please attach copy).....

No of Shares (If held).....

Telephone and email address.....

Director 3

Name in Full.....

Nationality.....

ID/Passport No. (Please attach copy).....

PIN No. (Please attach copy).....

No of Shares (if held).....

Telephone and email address.....



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Prequalification questionnaire

PART D

Reference

Provide contact details for 3 referees for previous/current work that is similar to that required by this document. Note that contact will be made to the referees without further reference to you.

1st Reference

A	Organization	
	Physical Address of Organization	
	Contact person	
	Designation of contact person	
	Contact telephone and Fax numbers	Tel: Fax:
	Contact email address and URL	
	Service provided by the supplier	
	Period of contract	
	Approx. financial value of contract	

2nd Reference

B	Organization	
	Physical Address of Organization	
	Contact Person	
	Designation of contact person	
	Contact Telephone and Fax numbers	Tel: Fax:



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	Contact email address and URL	
	Service provided by the supplier	
	Period of contract	
	Approx. financial value of contract	

3rd reference

C	Organization	
	Physical Address of Organization	
	Contact person	
	Designation of contact person	
	Contact telephone and Fax numbers	Tel: Fax:
	Contact email address and URL	
	Service provided by the supplier	
	Period of contract	
	Approx. financial value of contract	

4th Reference

D	Organization	
	Physical Address of Organization	
	Contact Person	
	Designation of contact person	
	Contact Telephone and Fax numbers	Tel: Fax:



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	Contact email address and URL	
	Service provided by the supplier	
	Period of contract	
	Approx. financial value of contract	

Prequalification questionnaire

EXPRESSION OF INTEREST

I/we.....(name of company/organization) have submitted the attached quotation for the supply of S/N.....and tender number..... as advertised by FilmAid Kenya.

Signed.....

Name.....

Designation.....

Date.....

By initializing this document, I verify that I have read and understood the processes of submitting this bid.

By initializing this document, I verify that the answers given on this questionnaire are true, complete, accurate and not misleading.