



## National Drought Management Authority

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## PREQUALIFICATION OF FIRMS FOR PROVISION OF CATERING SERVICES FOR THE YEAR 2017 – 2018 / 2018 - 2019

TENDER ISSUE DATE : 21<sup>st</sup> November, 2017  
TENDER CLOSING DATE : 6<sup>th</sup> December, 2017 at 10:30am

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**NATIONAL DROUGHT MANAGEMENT AUTHORITY**

**TENDER NOTICE:**

**PREQUALIFICATION OF FIRMS FOR PROVISION OF CATERING SERVICES**

Tenders are invited for Provision of Catering services under the pre-qualification category to National Drought Management Authority (NDMA) for the period 2017 - 2019. Interested eligible Catering firms are invited to apply for pre-qualification indicating the provision services they wish to provide.

Consultants within arid and semi-arid counties where NDMA is present may submit their applications through our respective NDMA county offices. Pre-qualification documents may be downloaded **from the Authority's website: [www.ndma.go.ke](http://www.ndma.go.ke) or from the Kenya Suppliers portal: [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke), and [mygov.go.ke](http://mygov.go.ke) portal**

downloaded free of charge from the Authority's website: [www.ndma.go.ke](http://www.ndma.go.ke) or from the Kenya Suppliers portal: [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke), and [mygov.go.ke](http://mygov.go.ke) portal

Completed tender and pre-qualification documents in plain sealed envelopes indicating the title of the tender, tender number and category shall be placed in separate envelopes and clearly marked on the envelope as below (**please note, each category must be submitted in a separate envelope**)

PREQUALIFICATION OF FIRMS FOR PROVISION OF CATERING SERVICES FY2017-2018 and 2018 - 2019

TENDER NUMBER .....

TENDER DESCRIPTION.....

ITEM DESCRIPTION.....

SHOULD BE DELIVERED/POSTED TO THE FOLLOWING

ADDRESS:-

**THE CHIEF EXECUTIVE OFFICER**

**NATIONAL DROUGHT MANAGEMENT AUTHORITY**

**P.O.BOX 53547 - 00200  
NAIROBI.**

Or be deposited in the Tender Box at **NATIONAL DROUGHT MANAGEMENT AUTHORITY** Headquarters Lonrho House, 8th Floor Standard Street so as to be received on or before 6<sup>th</sup> December, 2017 at 10.30 A.M.

Tenders will be opened immediately thereafter in the presence of the candidate representatives who choose to attend at NDMA Boardroom on 17<sup>th</sup> Floor of the same building.

Completed pre-qualification documents in plain sealed envelopes indicating the title of the tender, tender number and category shall be placed in separate envelopes and clearly marked on the envelope as below (**please note, each category must be submitted in a separate envelope**)

PRE-QUALIFICATION OF SUPPLIERS 2017-2019

TENDER NO.

CATEGORY No. ....

ITEM DESCRIPTION.....

Should be delivered/posted to the following address:-

**THE CHIEF EXECUTIVE OFFICER**

**NATIONAL DROUGHT MANAGEMENT AUTHORITY**

**P.O.BOX 53547 - 00200**

**NAIROBI.**

Or be deposited in the Tender Box at **NATIONAL DROUGHT MANAGEMENT AUTHORITY** Headquarters Lonrho House, 8th Floor Standard Street so as to be received on or before – 6<sup>th</sup> December, 2017 at 10.30 a.m.

Tenders will be opened immediately thereafter in the presence of the candidate representatives who choose to attend at NDMA Boardroom on 17<sup>th</sup> Floor of the same building.

## **1. REGISTRATION INSTRUCTIONS**

### **1.1 Introduction**

The **National Drought Management Authority** (NDMA) referred to as the Authority would like to invite interested catering firms who must qualify by meeting the set criteria as provided by the NDMA to perform the contract for provision of Catering Services to the Authority.

### **1.2 Pre-qualification Objective**

The main objective is to provide catering services under relevant tenders or quotations to NDMA as and when required during the stated period.

### **1.3 Invitation of Pre-qualification.**

Catering firms registered with Registrar of Companies under the laws of Kenya are invited to submit their Pre-Qualification documents to the Procurement Office, **National Drought Management Authority** so that they may be pre-qualified for submission of proposals. Bids will be submitted in complete lots singly or in combination. The prospective Catering firms shall provide the mandatory information for pre-qualification.

### **1.4 Experience**

Prospective firms must have carried out successful and relevant Catering services to Governments, State Corporations, or other public institutions of similar size and complexity. The applicants must demonstrate the willingness and commitment to meet the pre-qualification criteria.

## **1.4.2 QUALIFICATION**

- 1.4.3 The Catering firm must provide proof of having provided catering services to other institutions
- 1.4.4 Must provide current curriculum vitae evidence of key chefs.
- 1.4.5 Medical Certificate of Food handlers
- 1.4.6 The firm should be registered with the Catering & Tourism Development Levy Trustees.

### **1.5 Pre-Qualification Document**

This document includes questionnaire forms and documents required of prospective suppliers.

- 1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

### **1.7 Distribution of Pre-qualification Documents.**

A copy of the considered data and other requested information shall be submitted to reach:

**THE CHIEF EXECUTIVE OFFICER  
NATIONAL DROUGHT MANAGEMENT  
AUTHORITY P.O. BOX 53547 - 00200  
NAIROBI**

Not later than **6<sup>th</sup> December, 2017 at 10.30 a.m**

### **1.8 Questions arising from documents.**

Questions arising from documents should be directed to the Procurement Office,  
NATIONAL DROUGHT MANAGEMENT AUTHORITY on the following address:  
Supply Chain Manager,  
P.O. BOX 53547 - 00200  
NAIROBI.

Email Address: [Supplychain@ndma.go.ke](mailto:Supplychain@ndma.go.ke)

### **1.9 Additional Information**

NATIONAL DROUGHT MANAGEMENT AUTHORITY reserves the right to request submission of additional information from prospective catering firms

1.10 Prequalified catering firms would be shortlisted to respond to request for proposal for subsequent services required.

## **2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES**

The firm must all the request regulatory documents.

### **2.4 Payments**

All future local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

### **3.0 PRE-QUALIFICATION DATA INSTRUCTIONS**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, and PQ-8 shall to be completed by prospective bidders who wish to be pre-qualified for submission of specific tender.

3.1 The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

#### **3.2 Qualification**

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by NDMA in determining according to its sole judgment and discretion the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of NDMA they possess capability, experience, qualified personnel available and suitability of equipment and net assets or working capital sufficient to satisfactorily execute the contract for goods/services.

#### **3.3 Essential Criteria for Pre-qualification**

3.3.1 (a) Experience: Prospective applicants shall have the required experience in catering services and shall show competence, willingness and capacity to service future contracts if pre-qualified.

(b) Prospective catering firm should demonstrate required special experience and capability to provide the service when needed.

#### **3.3.2 Personnel**

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

#### **3.3.3 Financial condition**

The catering firm's financial position shall be determined by latest financial statement submitted with the pre-qualification documents and a letter of reference from a bank regarding its credit position. Potential firms will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given on the financial resources available as working capital, taking into account the amount of uncompleted orders on contract now in progress. Data to be filled provided on form PQ-4. However, potential firms should provide evidence of financial capability to execute the contract.

#### **3.3.5 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference or copies of contract agreements from customers shall be included in Form PQ-6.

### 3.4 Statement

Application must include a sworn statement Form PQ-8 by the tenderer ensuring the accuracy of the information given.

### 3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then NDMA reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 The firm must have a fixed Business Premises and must be registered in Kenya, with certificate of Registration, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate.

### 3.7 Summary of Prequalification Criteria

The specific criteria to be used in the examination and evaluation of applications is in contained in Sections 1.1 and 1.2 of this document.

<b>Required Information</b>	<b>Form Type</b>
1. Registration Documentation	PQ-1
2. Pre-qualification Data	PQ-2
3. Key Personnel	PQ-3
4. Financial Position	PQ-4
5. Confidential Report	PQ-5
6. Past Experience	PQ-6
7. Litigation	PQ-7



## 1. PQ-1. REGISTRATION DOCUMENTS AND CRITERIA

### 1.1. Mandatory Documents

The Catering firm shall submit the following documents to establish its eligibility to be considered for mandatory evaluation. Failure to submit any of the listed documents shall lead to automatic disqualification at this preliminary examinations stage.

No	Requirement	Scoring
MR1	Copy certificate of registration or incorporation from Registrar of Companies	Pass/Fail
MR2	Copy of valid Tax Compliance Certificate from the Kenya Revenue Authority	Pass/Fail
MR3	Copy of evidence of Registration with the Catering & Tourism Development Levy Trustees	Pass/Fail
MR4	Completely filled Form PQ-2 prequalification data registration of suppliers application form	Pass/Fail
MR5	Completely filled Form PQ-3 key personnel	Pass/Fail
MR6	Completely filled Form PQ-4 financial position and terms of trade	Pass/Fail
MR7	Completely filled Form PQ-5 confidential business questionnaire	Pass/Fail
MR8	Completely filled Form PQ-6 past experience	Pass/Fail
MR9	Completely filled Form PQ-7 litigation history	Pass/Fail
MR10	Completed Filled Form PQ-8 sworn statement	Pass/Fail

## 1.2 TECHNICAL EVALUATION CRITERIA

The Catering firm that pass the preliminary examination stage, shall be assessed using the following evaluation criteria. The minimum technical score required to pass and be prequalified is **75%**

No	Requirement- CRITERIA	Form	Score (%)
<b>TE01</b>	<b>Firm Experience:</b> Specific experience of the catering firm related to the service; demonstrate having provided the same services to at least 5 organizations in the past six years; as evidenced by submission of letters of reference or copy of the contract form of agreement.	PQ-06	<b>25</b>
<b>TE02</b>	<b>Staff Qualifications:</b> The Catering firm shall submit CVs of at least three key chief chefs and meet the following minimum criteria; copies of the relevant certificates shall be submitted with the application:	PQ-03	
TE02-1	Qualified management staff with certificate from registered hotel and hospitality institution		<b>5</b>
TE02-2	<i>Professional Qualification:</i> At least a diploma or certification in the hotel industry		<b>10</b>
TE02-3	<i>Professional Experience:</i> At least 10 years professional experience in the subject matter.		<b>10</b>
TE02-4	<i>Professional Membership:</i> A registered member of the relevant professional body as listed in MR3 above.		<b>10</b>
<b>TE3</b>	<b>Financial Position:</b> The Catering firm should be in a sound financial position and in compliance with the following criteria:		
TE3-1	The firm shall have no litigation history with any of its Clients in the past 5 years and decisions not against the firm.	PQ-07	<b>5</b>
TE3-2	The firm financial statements to demonstrate a positive cash and cash equivalent position at the end of each of the past two years	PQ-04	<b>5</b>
TE3-3	Attach Audited Accounts for the last two years (10 marks)	PQ-4	<b>10</b>
TE3-4	The firm shall submit a letter of reference from the bank to demonstrate its capability to service future contracts through short terms financing option.	PQ-04	<b>5</b>
<b>TE4</b>	<b>Health Requirement-</b> The Catering firm should be compliance with the following criteria		
TE4-1	Registration of the work place Certificate from DOSHS (Directorate of Occupational Safety and Health)		<b>10</b>
TE4-2	Medical Certificate of Food handlers		<b>5</b>
	<b>Total Score</b>		<b>100</b>

**2. FORM PQ-2 –PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM**

**I/We.....hereby apply for registration as supplier(s) (Name of Company/Firm)**  
**Of.....**  
**(Item Description) Category No.**

**Post office**  
**Address.....**  
**Town.....**  
**Street.....**  
**Name of Building.....**  
**Room/Office No.....**  
**Telephone Numbers.....**  
**Email.....**  
**Registration No.....**  
**PIN No.....**  
**Bank Account No.....**  
**Branch Name.....**  
**Account Number.....**  
**Contact Person.....**  
**Name of the Director.....**  
**Age of the Director.....**  
**ID of the Director.....**  
**Partnership (if applicable).....**  
**Names of**  
**Partners.....**  
**Business founded or incorporated on .....**

**3. FORM PQ-3 KEY PERSONNEL**

Name.....

Age.....

Academic Qualification.....

Under Graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification.....

Length of service with the catering firm and position held

.....  
.....

*(The Consultant shall attach Certificates and CVs of three key personnel)*

#### **4. FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE**

The Applicant must submit (a) a copy of the latest audited financial statements for the financial year 2015/2016 or later to demonstrate a positive cash and cash equivalent position at the end of each of the past two years, and (b) a letter of reference from the bank to demonstrate capability to service future contracts through short terms financing option.

**5. FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form. \* If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

<b>Part I-General:</b>	
Business Name..... Location of business premises ..... Plot .....No.....Street/Road.....	
Postal Address.....Tel./No..... Nature of business.....	
Current Trade License. No.....Expiring date..... Maximum value of business which you can handle at any time: Kshs.....	
Name of your bankers.....Branch .....	
	<b>Part 2 (a) – Sole Proprietor</b> Your name in full..... Age..... Nationality.....Country of origin.....  *Citizenship details.....
	<b>Part 2 (b) –Partnership</b> Given details of partners as follows: Name                      Nationality                      Citizens of origin                      Shares ..... .....
	<b>Part 2 (c) Registered Company</b>  Private or Public..... State the nominal and issued of company- Nominal Kshs.....  Issued Kshs.....  Give details of all directors as follows:- <i>Name</i> <i>Nationality</i> <i>Citizenship details</i>  <i>Shares</i>  1.                      ..... 2.                      ..... 3.                      .....
Date..... Signature of Candidate.....	

**2. FORM PQ – 6 PAST EXPERIENCE**

**The applicant shall use the following format to provide the relevant experience gained within the past 5 years in catering services. The Catering firm must submit a copy of a reference letter or copy of contract form of agreement or purchase order.**

- i) Name of Client (organization).....
  - ii) Address of Client (organization).....
  - iii) Name of Contact Person at the client (organization).....
  - iv) Telephone No. of Client .....
  - v) Value of Contract .....
  - vi) Duration of Contract (date) .....
- (Attach documental evidence of existence of contract)

2. Name of 2<sup>nd</sup> Client (organization)

- i) Name of Client (organization) .....
  - ii) Address of Client  
(organization).....
  - iii) Name of contact person at the client (organization).....
  - iv) Telephone No. of Client .....
  - v) Value of Contract.....
  - vi) Duration of Contract (date)  
.....
- (Attach documental evidence of existence of contract)

3. Names of 3 Clients (organizations )

- i) Name of Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the client  
organization.....
- iv) Telephone No. of Client .....

v) Value of Contract .....

vi) Duration of Contract (date) .....

4. Others.....



### 3. FORM PQ – 7 LITIGATION HISTORY

#### Name of Contract Supplier

Bidders should provide information on any history of litigation or arbitration resulting from contracts executed in the last **five years** or currently under execution.

<b>Year</b>	<b>Awarded for or against</b>	<b>Name of client cause of litigation and matter in dispute</b>	<b>Disputed amount (current value, Kshs equivalent)</b>

**4. FORM PQ –8 SWORN STATEMENT**

Having studied the pre-qualification information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification evaluation.

**Date:** .....

**Applicant's Name:** .....

**Represented by:** .....

**Signature:** .....

**(Full name and designation of the person signing and stamp or seal)**