

WILDLIFE CLUBS OF KENYA



TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS/CONTRACTORS
FOR PROVISION OF GOODS, SERVICES AND WORKS
FOR THE PERIOD 2025-2027

TENDER NO. WCK/08/01/2025

SUBMISSION DEADLINE: 29TH JANUARY 2025 AT 12:00 PM

FIRM'S NAME:

CATEGORY NO.:

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1. TENDER NOTICE

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS/CONTRACTORS FOR THE PROVISION OF GOODS, SERVICES AND WORKS FOR THE PERIOD 2025-2027 FINANCIAL YEARS

Wildlife Clubs of Kenya is in the process of pre-qualifying Suppliers/Contractor for the supply / provision of various goods, works and services for the financial years 2025-2027.

Interested and eligible Suppliers/Contractors specializing in the various categories of supply/provision of goods and services mentioned here below are invited to apply for pre-qualification: -

CATEGORY REF. NO.	ITEM DESCRIPTION
WCK/PQ/01/2025	Supply and Delivery of General Office Stationery and Supplies
WCK/PQ/02/2025	Supply and Delivery of ICT Equipment and Accessories ;Computers (Desktops, Laptops, Tablets, UPS); Servers, Networking Equipment; Storage Devices; Printers and Scanners ; Monitors ; Telecommunication Equipment (VoIP Phones, Desk Phones, Headsets, Mobile Phones)
WCK/PQ/03/2025	Supply and Delivery of Security Equipment (Biometric Devices, CCTV Cameras, Alarm Systems)
WCK/PQ/04/2025	Supply and Delivery of Office Furniture, Assorted Fixtures, and Fittings
WCK/PQ/05/2025	Supply and Delivery of Groceries, Dry Foods, alcoholic and non-alcoholic beverages and Kitchen Supplies
WCK/PQ/06/2025	Supply and Delivery of textbooks
WCK/PQ/07/2025	Supply and Delivery of Cutlery, Crockery, and Related Kitchen Equipment and Accessories
WCK/PQ/08/2025	Supply and Delivery of Catering and Food Services for Staff and Events
WCK/PQ/09/2025	Supply and Delivery of Beds, Beddings, Linens, Mattresses, Towels, Décor, etc.
WCK/PQ/10/2025	Supply and Delivery of Sanitary and Cleaning Materials ,Housekeeping cleaning agents, laundry detergents, materials and equipment
WCK/PQ/11/2025	Repair and Maintenance of Furniture, Equipment, and Fittings
WCK/PQ/12/2025	Repair and Maintenance of Plumbing Works
WCK/PQ/13/2025	Repair and Maintenance of Electrical Works
WCK/PQ/14/2025	Repair and Maintenance of Catering Kitchen Electronic Equipment/Appliances
WCK/PQ/15/2025	Repair and Maintenance of Motor Vehicles, Servicing
WCK/PQ/16/2025	Provision of Car track Services
WCK/PQ/17/2025	Provision of Service and Maintenance of Firefighting Equipment
WCK/PQ/18/2025	Provision of Computer Software and Licenses
WCK/PQ/19/2025	Provision of Cleaning, Sanitary Services, Fumigation, and Pest Control Services

WCK/PQ/20/2025	Provision of Events Management and Entertainment Services (Tents and Chairs, Exhibitions, Photography, Video Conferencing, and Hire of Public Address Systems)
WCK/PQ/21/2025	Provision of Printing and Publishing Services (Branded Books, Posters, Brochures, Banners, Fliers, Membership Cards, Certificates, Official Stationery, Komba Magazine, etc.)
WCK/PQ/22/2025	Provision of Advertising Services in National TV, Radio Stations and Outdoor Billboards
WCK/PQ/23/2025	Provision of Printing Branded Trade Items (T-Shirts and Other Trade Items)
WCK/PQ/24/2025	Provision of Accountancy and Tax Consultant Services
WCK/PQ/25/2025	Provision of Legal Services
WCK/PQ/26/2025	Provision of camping and outdoor training gear
WCK/PQ/27/2025	Provision of graduation gowns
WCK/PQ/28/2025	Provision of Laundry services
WCK/PQ/29/2025	Provision of Taxi services/ Transport services
WCK/PQ/30/2025	Provision of Procurement Consultancy Services
WCK/PQ/31/2025	Provision of Bushcraft and survival techniques Training Services (The practice of Learning and Mastering Survival Skills and Techniques in a Wilderness Environment)
WCK/PQ/32/2025	Provision of Quantity Surveyor (QS) Services
WCK/PQ/33/2025	Provision of Medical Insurance
WCK/PQ/34/2025	Provision of General Insurance Services
WCK/PQ/35/2025	Provision of Security and Guarding Services
WCK/PQ/36/2025	Provision of Website Development, Hosting, and Maintenance Services
WCK/PQ/37/2025	Provision of Internet Services
WCK/PQ/38/2025	Provision and maintenance of E-Learning Platform
WCK/PQ/39/2025	Construction and Civil Works (Construction of Office Buildings, Accommodation Facilities; Renovations, Repairs, and Extensions of Existing Structures; Interior and Exterior Fit-outs)

PRE-QUALIFICATION FORMS

Duly completed Pre-qualification/Registration documents shall be downloaded from our website <https://wildlifecubsofkenya.or.ke/>

Prequalification non-refundable charges shall be Kshs: 2000/= per set payable via Mpesa Paybill No. 880654 Account No: “ Name of Supplier/Contract & Tender Category No”

Interested bidders are required to submit duly completed prequalification tender documents in a plain sealed envelope clearly marked ‘PREQUALIFICATION OF SUPPLIERS 2025-20227’ indicating the reference number of the category being applied for . The document should be addressed to:

**The National Coordinator/CEO
Wildlife Clubs of Kenya
P. O. Box 20184-00200,
Nairobi.**

so as to be received on or before 29th January 2025 at 12:pm local Time. Applications/tenders will be opened immediately thereafter at the WCK hall in the presence of tenderers or their representatives who may wish to attend.

Suppliers who are currently in our list and wish to be considered should apply.

Any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation. The Organization reserves the right to accept or reject any application/tender in whole or in part without giving reason(s) for its decision.

Chairperson
WCK Procurement Committee
FOR: National Coordinator/CEO

2. PREQUALIFICATION INSTRUCTIONS

2.0 Introduction

Wildlife Clubs of Kenya (WCK) invites interested candidates who must qualify by meeting the set criteria as provided by the Procuring Entity to supply and deliver goods, works and services to the organisation.

2.1 Project Objective

The main objective of this part is to pre-qualify for construction, supply and delivery of goods and provide services under relevant tender(s) to Wildlife Clubs of Kenya as and when required during the financial period 2025-2027.

2.2 Invitation of Prequalification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their prequalification documents to the National Coordinator, Wildlife Clubs of Kenya so that they may be considered for prequalification for submission of tenders. Applications will be submitted, singly as per category. Wildlife Clubs of Kenya requires prospective contractors/suppliers to submit the mandatory information for pre-qualification.

2.3 Experience

Prospective contractors and suppliers must have carried out successfully supply and delivery of similar item(s)/services to organisations/institutions of similar size. Potential contractors/suppliers must demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.4 Pre-Qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. To be considered for pre-qualification, prospective contractors and suppliers must submit all the information herein requested and as per Public Procurement and Disposal Regulations Section 23(1) & (2), 24(1) (2) and (3) (a-e).

2.5 Distribution of Pre-qualification Documents

Completed pre-qualification data and other requested information shall be submitted so as to reach:-

The National Coordinator / CEO
Wildlife Clubs of Kenya
Langata Road, next to Bomas of Kenya
P.O. Box 20184-00200
NAIROBI

Not later than 12:pm (Local time) on 29th January 2025

2.6 Questions arising from Documents

Questions that may arise from the pre-qualification documents should be directed to:

The Chair, WCK Procurement Committee
Wildlife Clubs of Kenya
Langata Road, next to Bomas of Kenya
P.O. Box 20184-00200
NAIROBI

2.7 Additional Information

The Organization reserves the right to request submission of additional information from prospective bidders.

2.8 Invitation to Tenders/Quotations

Bidding documents will be made available only to those bidders whose qualifications are accepted by Wildlife Clubs of Kenya after scoring more than **70 points**, soon after the completion of the pre-qualification process.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Taxes on imported materials

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

3.2 Custom Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials

3.3 Contract Price

The contract shall be of 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 client's accounting officer or tender.

3.4 Payments

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

4. PRE-QUALIFICATION DATA INSTRUCTIONS

4.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission

The pre-qualified 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.

4.2 Qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Wildlife Clubs of Kenya 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.

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

4.3 Essential Criteria for Pre-qualification

- a) Experience: Prospective bidders shall have at least 5 years' experience in the supply of goods, works, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.
- b) Prospective candidates require special experience and capability to organize supply and delivery of items, or services at short notice.

c) **Personnel**

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

d) **Financial Condition**

The Candidate's financial status will be determined by the last 3 years financial statements submitted with the prequalification documents as well as letters of reference from their bankers regarding supplier's/contractors' credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

- e) Special consideration will be given to the financial resources available as working capital, taking into account the number of uncompleted orders on contract and now in progress. Data to be filled/provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

- f) **Past Performance**
Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6

4.4 Statement

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

4.5 Withdrawal of Prequalification

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

- 4.6** The firm must have a fixed Business Premises and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

Mandatory - Copy of current business license and Registration (by registrar of companies) in fields applied for

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

4.7 Prequalification Criteria

No.	Required Information	Form Type	Points Score
1	Registration Documentation	PQ-1	Mandatory
2	Pre-qualification Data	PQ-2	Mandatory
3	Supervisory Personnel	PQ-3	20
4	Financial Position	PQ-4	30
5	Confidential Business Questionnaire	PQ-5	Mandatory
6	Past Experience	PQ-6	40
7	Sworn Statement	PQ-7	10
	Total		100

- 4.8 The qualification shall be 70 points and above.**

5. FORM PQ-1 REGISTRATION DOCUMENTS

All firms **MUST** provide: -

1. Copies of Certificate of Registration.
2. Copy of PIN/VAT Registration Certificate of firm/company/individual.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copy of Certificate from the relevant Regulatory Body

6. FORM PQ-2

All firms **MUST** fill and stamp the following form;

PRE-QUALIFICATION DATA

1. Types of Businesses.....
Legal name of firm.....
Post office address.....
Street and Address.....
City.....
Country
Telephone No.....
Person to contact.....
Title.....

2. Organization & Business Information.....
General Manager.....
Directors.....
Others.....
Partnership (if applicable)
Names of Partners.....

3. Year of Business Registration.....

4. Under present management since.....

5. Net worth equivalent Kshs.....

6. Bank reference and address.....

7. FORM PQ-3

SUPERVISORY PERSONNEL

All firms **MUST** give the following details;

Name of director/manager

Academic qualification.....

Professional qualification.....

Length of service with contractor or supplier position held

.....

.....

Construction/or service experience

a) Name of project.....

b) Character and nature of project.....

c) Contract value.....

d) Location of project.....

e) Period of project.....

f) Title and responsibility in project.....

.....

g) Other.....

Proposed Technical Personnel

(a)

(b)

(c)

(d)

(e)

(f)

(g)

Proposed position in this project if contract is awarded.....

.....

8. FORM PQ-4

FINANCIAL POSITION

All bidders **MUST** attach bank reference letters from the banks where they maintain account.

9. FORM PQ-5

All bidders **MUST** complete and stamp the confidential business questionnaire;

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 applies in 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 Address.....Tel No.....
Nature of Business.....
Current Trade Licence No.....Expiry date.....
Maximum value of business which you handle at any one-time Kshs
Name of your bankers.....Branch.....
Are you an agent of the Kenya National Trading Corporation? YES/NO.....

Part 2 (a) – Sole Partnerships:

Your name in full.....
Age.....Nationality.....Country of origin.....
Citizenship details.....

Part 2 (b) – Partnership:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capita of the company

Nominal K£.....

Issued K£.....

Give details of all directors as follows: -

Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			
5.			

SignatureDate& Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration

10. FORM PQ-6: PAST EXPERIENCE

(This section is mandatory only to non-AGPO bidders. AGPO registered bidders will automatically qualify in this category.)

**LIST NAMES OF AT LEAST FIVE (5) CLIENTS
(Give the contacts of the organization).**

FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification information for the above tender category We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. That pre-qualification bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

Stamp/Seal.....

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

FORM PQ-9: ELECTRONIC FUNDS TRANSFER DETAILS

Physical &Postal Address

Box No.....
Building.....
Road/Street.....
Date.....

National Coordinator / CEO
Wildlife Clubs of Kenya
Langata Road, next to
Bomas of Kenya
P.O. Box 20184-00200
NAIROBI

Dear Madam,

ELECTRONIC FUNDS TRANSFER DETAILS

We hereby provide the following bank details for Electronic Fund Transfer Purposes.

Name of Supplier.....
Bank and branch.....
Bank and Branch Code.....
Bank Account Number.....
Pin Number (Tax).....
VAT Number (Tax).....
Valid Email Address of Supplier.....
Contact Person.....
Company Registration No.....

The following certificates are hereby attached: -

- 1. Tax Compliance Certificate
- 2. Registration Certificates

We certify, under the Seal of the Company, that the information provided above is correct.

Yours faithfully

Signature.....
Name of Company Secretary
ID/No.....

Signature.....
Name of Director.....
ID/No.....

Affix Company Seal Here