



**KENYA**  
**VISION 2030**

**TENDER NO. VDS/5/2020-2021**

**PRE-QUALIFICATION OF SUPPLIERS FOR PROVISION OF  
DATA & INFORMATION ILLUSTRATION SERVICES**

FOR THE FINANCIAL YEARS

2020-2021 & 2021-2022

CLOSING DATE: WEDNESDAY, 6<sup>TH</sup> JANUARY 2021 AT 11.00 A.M.

Table of Contents		Page
SECTION I	- Invitation for prequalification .....	3
SECTION II	- Instructions to Candidates..... Appendix to Instructions to Candidates.	4
SECTION III	- Letter of application	10
SECTION IV	- Standard Forms	13
	Financial Capabilities - (Form B1)	
	General information - (Form B2)	
	Firm's Experience - (Form B3)	
	Personnel - (Form B4)	
	Litigation History - (Form B5)	
	Equipment capability - (Form B6)	
	Notification of award - (Form B7)	
	Request for Review - (Form B8)	

## SECTION I - INVITATION FOR PREQUALIFICATION (IFQ)

**Tender No. VDS-05-2020-2021**

**Date: 17<sup>th</sup> December 2020**

**Tender Name: Pre-qualification of suppliers for provision of data & information illustration services**

1. The Kenya Vision 2030 Delivery Secretariat hereinafter referred as “Procuring entity” intended to prequalify candidates for provision of Data and Information Illustration services.
2. Prequalification is open to the general public
3. Eligible candidates may download the prequalification document from Kenya Vision 2030 Delivery Secretariat’s website [www.vision2030.go.ke](http://www.vision2030.go.ke)
4. Applications for prequalification must be submitted enclosed in plain sealed envelopes marked; ‘pre-qualification for provision of data & information illustration services; VDS-05-2020-2021’ and deposited in the tender box at KUSCCO Center, 2<sup>nd</sup> Floor, Kilimanjaro Avenue and addressed to; **Director General, Kenya Vision 2030 Delivery Secretariat, P.O Box 52301-00200, Nairobi** so as to be received on or before **Wednesday, 6<sup>th</sup> January 2021 at 11.00am.**
5. Tenders will be opened immediately thereafter in the presence of the candidate’s representatives who choose to attend at the Board Room on 2<sup>nd</sup> Floor, KUSCCO Center, Upper hill, Nairobi.
6. Late bids will not be accepted.

NOTE: Only limited number of people will be allowed during opening session due to the rules guiding the prevention of spread of COVID 19.

## **SECTION II – INSTRUCTIONS TO CANDIDATES**

### Table of Contents

	Page
2.1 Scope of tender .....	5
2.2 Submission of Applications .....	5
2.3 Eligible candidates .....	5
2.4 Qualification criteria .....	6
2.5 Public sector companies .....	6
2.6 Conflict of interest .....	6
2.7 Updating prequalification information .....	7

## **SECTION II - INSTRUCTIONS TO CANDIDATES**

### **2.1 Scope of Tender**

- 2.1.1 The Kenya Vision 2030 Delivery Secretariat hereinafter referred to as the procuring entity intends to prequalify suppliers for the provision of data & Information Illustration Services. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than Wednesday 6<sup>th</sup> January 2021 at 11.00 a.m.
- 2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
- 2.1.3 General information on the candidates' qualification, human resource capital, Financial capabilities to be provided are specified in the instruction to candidates.

### **2.2 Submission of Application**

- 2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at Kenya Vision 2030 Delivery Secretariat, KUSCCO Centre, 2<sup>nd</sup> Floor, Kilimanjaro Avenue and **Director General, Kenya Vision 2030 Delivery Secretariat, P.O Box 52301-00200, Nairobi** so as to be received on or before **Wednesday, 6<sup>th</sup> January 2021 at 11.00am.** The procuring entity reserves the right to accept or reject late applications.
- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3 All the information requested for pre-qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

### **2.3 Eligible Candidates**

- 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 66 of the Act.
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

## **2.4 Qualification Criteria**

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. Kenya Vision 2030 Delivery Secretariat reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub contractors, such subcontractors and their inputs shall be described in the General Information form.
- 2.4.3 Personnel capabilities. The applicant must have suitably qualified personnel.
- 2.4.4 Litigation history; the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## **2.5 Public Sector companies**

- 2.5.1. Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.6 Conflict of Interest**

- 2.6.1. The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

## **2.7. Updating Pre-qualification Information**

- 2.7.1 Prequalified candidates shall be required to update the financial information used for pre-qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## REQUIREMENTS BY THE BIDDERS

The criteria of evaluation and the points to be awarded on each criterion will be as follows;

### a). Mandatory requirements

√ = Complied

X = Non - compliance

No.	Mandatory Requirement	Complied
A1	Copy of valid certificate of incorporation	
A2	Copy of valid tax compliance certificate	
A3	Copy of KRA Pin	
A4	Current business license	
A5	Physical Business location (See business questionnaire)	
A6	CR 12 for limited companies or partnership deed for partnership business (where applicable)	
A7	Serialization/pagination of the document	

### b). Technical Requirements (Pass mark is 75%)

No.	General Requirements	Maximum max
B1	<b>Financial statements for the last 2 years</b>	15
	0 – 1 million turnover (5 marks)	
	2.1 – 3 million turnover (10 marks)	
	3 million and above (15 marks)	
B2	<b>General Information form</b>	7
	Filled General information form (5 marks)	
	Organizational structure (2 marks)	
B3	<b>Experience from 4 firms for the last 4 years</b>	30
	Similar assignment from 3 firms (10 marks each) attach LSOs and contracts	
B4	<b>Personnel Capabilities</b>	30
	Team leader; -8 years' experience in marketing, advertising, brand development or graphic design (7 marks) -Undergraduate Degree from a recognized university (6 marks) -Similar assignments carried out (6 marks)	
	Technical people -Two years' experience in marketing, advertising, brand development or graphic design (5 marks) -Diploma (3 marks) -Similar assignments carried out (3)	
B5	<b>Litigation History</b>	5
B6	<b>List of equipment</b>	10
	Presentation of the document (the document should be bound with clear separators and pages clearly marked)	3



## **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

The following instructions for the pre-qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

### **Note**

To be completed appropriately by the procuring entity. Reference will be made to the relevant clause of the Instructions to Candidates.

**SECTION III- LETTER OF APPLICATION**

Date .....

To .....  
 .....  
 (*name and address of the procuring entity*)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (*name of firm*) (hereinafter referred to as “the Applicant” ), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	

2. Attached to this letter are copies of original documents defining  
 (a) the Applicant’s legal status  
 (b) the principal place of business and  
 (c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually owned firms*).

3. Vision 2030 Delivery Secretariat and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Vision 2030 Delivery Secretariat and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
  - (b) Vision 2030 Delivery Secretariat reserves the right to:
    - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
    - reject or accept any application, cancel the prequalification process, and reject all applications
  - (c) Vision 2030 Delivery Secretariat shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
  2. We confirm that if we bid, that bid, as well as any resulting contract, will be:
    - (a) signed so as to legally bind all partners, jointly and severally; and
    - (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
  3. The undersigned declare that the statement made, and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

**SECTION IV - STANDARD FORMS**

**Table of Contents**

Form No.	Name	Page
B1	Financial Capabilities	16
B2	General Information	17
B3	Firm's Experience	18
B4	Personnel	19
B5	Litigation History	20
B6	Equipment Capability	21
B7	Notification of award	22
B8	Request for review	23

**SECTION IV - STANDARD FORMS**  
**Notes on completion of Standard Forms**

- Application Form B1 - Financial Capability  
This form shall be completed by every applicant and each member of a joint venture. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary, separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.
- Application Form B2 - General information  
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors, the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form
- Application Form B3 - Details of Contracts of similar nature and complexity  
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture
- Application Form B4 - Personnel Capabilities  
This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 5A
- Application Form B5 - Litigation History  
This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture
- Application Form B6 - Equipment Capability  
This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for

each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.

**B1: FINANCIAL STATEMENTS FOR THE LAST TWO YEARS**

<b>No</b>	<b>Item</b>	<b>Maximum Points</b>
<b>1</b>	0 – 1 million turnover (5 marks)	
<b>2</b>	2.1 – 3 million turnover (8 marks)	
<b>3</b>	3 million and above(10 marks)	



**B2: GENERAL INFORMATION**

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

Attach Organizational structure

**B3: DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY**

No.	Name of client and contacts	Address of client	Value of Contract	Duration of Contract
1				
2				
3				
4				

Attach LSOs and contracts

## **B4: PERSONNEL**

### **Team Leader**

<b>No.</b>	<b>Description</b>	<b>Maximum marks</b>
<b>1</b>	5 years' experience in marketing, advertising, brand development or graphic design (7 marks) Undergraduate Degree from a recognized university (6 marks)	<b>19 marks</b>
<b>2</b>	Undergraduate Degree from a recognized university (6 marks)	
<b>3</b>	Similar assignments carried out (6 marks)	

### **Technical**

<b>No.</b>	<b>Description</b>	<b>Maximum marks</b>
1	Two years' experience in marketing, advertising, brand development or graphic design (5 marks)	11
2	Diploma (3 marks)	
4	Similar assignments carried out (3)	

## B5: LITIGATION HISTORY

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of a joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

Lose a mark for any award against the applicant.

**B 6: Equipment Capability**

Show proof of the latest Technology in place: Hardware, Software, Information banks and tools to carry out data and information illustration work – List of the equipment and pictures

<b>No.</b>	<b>Equipment</b>	<b>Ownership status (leased, owned or rented)</b>

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above-mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

**REQUEST FOR REVIEW FORM**

**FORM RB 1**

**REPUBLIC OF KENYA  
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical  
address.....Fax No.....Tel. No.....Email ....., hereby request the Public  
Procurement Administrative Review Board to review the whole/part of the above mentioned  
decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

**SIGNED**  
**Board Secretary**