



*Pre-qualification of vendors for the
supply of goods and services
for the years 2023-2026*



TABLE OF CONTENTS

| | |
|---|----|
| SECTION 1: PRE-QUALIFICATION INSTRUCTIONS AND REQUIREMENTS | 2 |
| 1.1. About Lwala. | 3 |
| 1.2. Background and Objective. | 3 |
| SECTION 2: PRE-QUALIFICATION INSTRUCTIONS AND REQUIREMENTS | 5 |
| INSTRUCTIONS TO APPLICANTS. | 8 |
| 2.1 Format and Signing of Applications..... | 8 |
| 2.2 Submission of Applications. | 8 |
| 2.3 Eligible Applicants..... | 9 |
| 2.4 Qualification Criteria. | 9 |
| 2.5 Cost of Application..... | 9 |
| 2.6 Clarification of Prequalification Documents. | 10 |
| 2.7 Amendment of Prequalification Documents. | 10 |
| 2.8 Deadline for Submission of Prequalification Documents. | 10 |
| 2.9 Opening of Prequalification Documents. | 10 |
| 2.10 Process to be Confidential. | 10 |
| 2.11 Notification of Qualified Applicants..... | 11 |
| 2.12 Evaluation and Comparison of Applications..... | 11 |
| 2.13 Lwala’s Right to Accept Any Application and To Reject Any or All Applications. | 11 |
| 2.14 Notification of Renewal. | 11 |
| 2.15 Acceptance of the Approval. | 11 |
| 2.16 Evaluation of Applications..... | 11 |
| SECTION 3: APPLICATION FORMS | 13 |
| APPLICATION FORMS..... | 13 |
| FORM PQ-1: PRE-QUALIFICATION DATA..... | 14 |
| FORM PQ-2: FINANCIAL POSITION AND TERMS OF TRADE..... | 16 |
| FORM PQ-3: PAST EXPERIENCE. | 17 |
| FORM PQ-4: SWORN STATEMENT FOR PRE-QUALIFICATION OF SUPPLIERS FOR GOODS & SERVICES. | 18 |



SECTION 1

PRE-QUALIFICATION OF VENDORS FOR SUPPLY OF GOODS AND SERVICES



1.1. About Lwala

Lwala Community Alliance (Lwala) unlocks the potential of communities to advance their own comprehensive well-being. We believe that when communities lead, change is lasting. Community members are uniquely positioned to design solutions to local challenges, and their innovations hold the key to transformative, sustainable, systemic change. Founded by Kenyans, Lwala's team now has over 90 members of staff and engages over 200 community health workers.

1.2. Background and Objective

Lwala intends to update its list of suppliers for goods and services and hence invites eligible and interested bidders to apply for prequalification for the provision of the listed goods and services. The invitation is applicable to both existing and prospective suppliers.

The main objective of the prequalification is to update and maintain a register of vendors under relevant tenders/ quotations to Lwala as and when required.

| Item No | Reference | Category |
|----------------|----------------------|--|
| 1 | LWALA/PQ/2023-26/001 | Supply and Delivery of General Office Stationeries. |
| 2 | LWALA/PQ/2023-26/002 | Supply and Delivery of Staff Uniforms, T-shirts and other Branded Clothing |
| 3 | LWALA/PQ/2023-26/003 | Provision of Creative Design and Production of Promotional Materials and Corporate Gifts (Branded stationery, folders, banners, cards, diaries, corporate newsletter, stickers, Signage, Fliers, Brochures, Booklets etc and general branding and printing services) |
| 4 | LWALA/PQ/2023-26/004 | Supply and Delivery of Pharmaceuticals, Non-pharmaceuticals, PPEs, Laboratory Reagents and Family Planning Commodities. |
| 5 | LWALA/PQ/2023-26/005 | Supply of Bed Nets, Water, and Sanitation supplies |
| 6 | LWALA/PQ/2023-26/006 | Supply of Plumbing, Carpentry, Masonry, Paints, Electricals & General Hardware Equipment |
| 7 | LWALA/PQ/2023-26/007 | Supply and Delivery of Furniture and Fittings |
| 8 | LWALA/PQ/2023-26/008 | Supply, Delivery, and Maintenance of Hospital and Laboratory Equipment. |
| 9 | LWALA/PQ/2023-26/009 | Supply and Delivery of IT Equipment and Accessories including Photocopiers, Scanners, Computers, Printers, UPS, Laptops, mobile phones etc. |
| 10 | LWALA/PQ/2023-26/010 | Provision of Hotel Accommodation & Conference Facilities. |
| 11 | LWALA/PQ/2023-26/011 | Supply and Hire of Projectors, Tents, Chairs and PA services |
| 12 | LWALA/PQ/2023-26/012 | Repair and Servicing of Servers, AC Machines, Computers, Laptops, Printers, Scanners and other ICT related equipment |
| 13 | LWALA/PQ/2023-26/013 | Supply of Refreshments (water, sweets, sodas, snacks) |
| 14 | LWALA/PQ/2023-26/014 | Provision of Transport services- Car Hire and Taxi Services |



| | | |
|----|----------------------|--|
| 15 | LWALA/PQ/2023-26/015 | Supply, Installation, and Maintenance of Firefighting Equipment & Materials. |
| 16 | LWALA/PQ/2023-26/016 | Supply of Household materials (Utensils, Cutlery, Crockery, laundry detergents, Tissue Paper, Multipurpose detergents, Beds, Bedding, Linen, Mattresses, Mosquito Nets, etc) |
| 17 | LWALA/PQ/2023-26/017 | Motor vehicle & Motorbikes Maintenance, Repairs and Service. |
| 18 | LWALA/PQ/2023-26/018 | Provision of Photography, Live Streaming, Videography and Event Management/ Planning Services. |

Interested and eligible applicants may obtain a complete set of prequalification documents at Lwala Procurements Office in North Kamagambo during normal working hours Monday to Friday except Public Holidays or on the organization's website www.lwala.org careers.

Access to the prequalification will be granted upon payment of a non-refundable fee of **KES 2,000 (Kenya shillings two thousand only)**. Available payment methods include:

- Lwala's M-PESA **till number (646868)**, you will be required to attach the M-PESA payment reference code and message.
- Direct **deposit to Lwala's KCB account** or through **KCB paybill (522522)** into Lwala's account number highlighted below, you will be required to attach the deposit slip or M-PESA payment reference code and message.

Lwala Community Health Centre
Account Number: 1117996069
KCB Rongo

Complete prequalification documents are to be enclosed in a plain sealed envelope, clearly marked on top "Prequalification of Suppliers" and dropped in the Tender Box at Procurements Office or addressed to:

**The Co-CEO,
Lwala Community Alliance,
P.O Box 24 – 40404,
Rongo, Migori, Kenya**

The deadline for submission of prequalification documents is **on or before 31/5/2023 at 17.00hrs**

Important Note:

1. Prequalification documents sent without evidence of payment will NOT be considered.
2. Responses to the prequalification questionnaire must be in accordance with the requirements for information in the document.
3. Answers to the questionnaire should be relevant to the good/ service applied for.
4. The supplier should prepare a table of content as given below on their letterhead, proper document separators, and section labels to be done.

Director of Finance & Operations
For Co-CEO.

SECTION 2

PRE-QUALIFICATION INSTRUCTIONS AND REQUIREMENTS



Tender No. LWALA/PQ/01-018/2023/2026

PRE-QUALIFICATION FOR PROVISION OF GOODS AND SERVICES

**DIRECTOR FINANCE & OPERATIONS
LWALA COMMUNITY ALLIANCE
P.O. BOX 24-40404
RONGO**

**Co-CEO
LWALA COMMUNITY ALLIANCE
P.O. BOX 24-40404
RONGO**

INVITATION FOR PRE-QUALIFICATION

2nd May 2023

TENDER No: LWALA/PQ/01-018/2023/2026

TENDER NAME: INVITATION FOR PRE-QUALIFICATION FOR PROVISION OF GOODS & SERVICES.

Lwala Community Alliance (LWALA) intends to update its list of suppliers and hence invites applications from competent firms for pre-qualification for the **supply and delivery of the items listed above.**

Interested and eligible applicants may obtain further information from LWALA's Operations Offices in North Kamagambo, during normal working hours Monday – Friday excluding weekends and public holidays. The documents are issued at a fee of KES 2,000 (Two thousand shillings only).

Completed pre-qualification documents enclosed in plain sealed envelopes, clearly marked Prequalification for “Name good or service” should be sent to;

**The Co-CEO,
Lwala Community Alliance,
P.O. Box 20-40404, Rongo**

OR dropped in the **Tender Box at Lwala Procurements Office**, so as to reach us **NOT LATER THAN 17:00 HRS on 31st May 2023.**

Director, Finance & Operations.

For: **Co-CEO**

INSTRUCTIONS TO APPLICANTS

2.1 Format and Signing of Applications

- 2.1.1 The applicant shall prepare one original document comprising the pre-qualification document, as described in Instructions to applicants, bound and clearly marked “ORIGINAL”.
- 2.1.2 The original of the prequalification document shall be typed or written in indelible ink (photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant. The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the prequalification document.

2.2 Submission of Applications

Applications for prequalification shall be submitted in sealed envelopes marked with the prequalification document name and reference number and deposited in the tender box at Lwala offices in North Kamagambo or sent as registered mail to the address above so as to be received on or before **Wednesday, 31st May 2023 at 17.00 Hrs.**

- 2.2.1 Applications received after the closing date shall be rejected.
- 2.2.2 The applicant shall seal the original of the prequalification document duly marking the envelopes “ORIGINAL”.

The envelopes shall:

- Be addressed and delivered to Lwala Procurements Office as provided in the invitation for prequalification and the prequalification advertisement.
 - Bear the name and identification number of the prequalification document.
- 2.2.3 If the envelope is not sealed and marked as instructed above, Lwala will assume no responsibility for the misplacement or premature opening of the prequalification document.
 - 2.2.4 All the information requested for pre-qualification shall be provided in English language.
 - 2.2.5 Failure to provide information that is essential for the 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 Applicants

- 2.3.1 Suppliers must have legal registration in respective merchandise or services the prospective suppliers are required to supply mandatory information for pre-qualification - Form PQ-1.
- 2.3.2 Applicants shall provide evidence of their continued eligibility satisfactory to the Lwala, as reasonably requested.

2.4 Qualification Criteria

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass the criteria set as shown below. The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, must be completed.
- 2.4.2 The pre-qualified application forms that are not filled out completely and submitted in the prescribed manner will not be considered. All the documents must be written in English and in ink.
- 2.4.3 Experience
 - Prospective bidders shall have at least 6 months of experience in the supply of goods, services, and allied items. All potential suppliers should show competence, willingness, and capacity to service the contract.
 - Prospective suppliers require special experience and capability to organize supply and delivery of items, or services at short notice.
 - Prospective vendors must have undertaken successful supply and delivery of goods/ services to institutions of similar size and complexity.

2.4.4 Past Performance

Past performance will be considered in pre-qualifying bidders. Letter of reference from past customers/Show of evidence should be included. Vendors SHALL also attach delivery notes, invoices, and payment clearance certificates to support LPOs and recommendation letters.

2.5 Cost of Application

The applicant shall bear all costs associated with the preparation and submission of its tender and Lwala will NOT be responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process.

2.6 Clarification of Prequalification Documents

- 2.6.1 The prospective applicant requiring any clarification of the prequalification documents may contact the Director, Finance & Operations at the provided address or email radem@Lwalacommunityalliance.org
- 2.6.2 Lwala will respond in writing to any request for clarification that she receives 5 days prior to the deadline for the submission of applications. Copies of Lwala's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have purchased the prequalification documents.

2.7 Amendment of Prequalification Documents

- 2.7.1 At any time prior to the deadline for submission of applications, Lwala, for any reason, whether at her own initiative or in response to a clarification requested by a prospective applicant, modify the prequalification documents by issuing subsequent Addenda.
- 2.7.2 The Addendum thus issued shall be part of the prequalification documents and be communicated in writing to all purchasers. Prospective applicants shall promptly acknowledge receipt of each Addendum by writing to Lwala.
- 2.7.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, Lwala may, at its discretion, extend the deadline for the submission of applications.

2.8 Deadline for Submission of Prequalification Documents

- 2.8.1 Applications must be received by the Employer at the address specified in Sub-Clause 2.10.1, no later than the time and date stipulated in the notice for pre-qualification.
- 2.8.2 The Employer may, at his discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the Employer and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.9 Opening of Prequalification Documents

- 2.9.1 Lwala will open the applications within one week of the close of applications.
- 2.9.2 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

2.10 Process to be Confidential

- 2.10.1 Information relating to the examination, evaluation of applications, and recommendations for the successful applicant shall not be disclosed to applicants or any other persons not officially concerned

with the process until the approval of the successful applicant has been announced. Any effort by an applicant to influence Lwala's processing of applications or approval decisions may result in the rejection of the applications.

2.11 Notification of Qualified Applicants

2.11.1 Applicants whose applications are determined to be successful will be notified by Lwala within thirty (30) days from the date of opening of prequalification documents. Similarly, applicants whose applications will be determined to be unsuccessful will be notified by Lwala within 30 days from the date of opening the Prequalification Documents.

2.12 Evaluation and Comparison of Applications

- 2.12.1 Lwala shall evaluate and compare only the applications determined to be substantially responsive.
- 2.12.2 Prequalification will be based on meeting the minimum requirements to pass in the criteria set.

2.13 Lwala's Right to Accept Any Application and To Reject Any Or All Applications

2.13.1 Lwala reserves the right to accept or reject any application and to annul the prequalification process and reject all applications, at any time prior to the approval of the contract, without incurring any liability to the affected applicant or applicants or any obligation to inform the affected applicant or applicants of the grounds for the Lwala's action.

2.14 Notification of Renewal

2.14.1 Prior to the expiration of the aforementioned valid period of prequalification, Lwala shall notify the successful applicants.

2.15 Acceptance of the Approval

2.15.1 The successful applicants shall be required to acknowledge in writing the acceptance of their prequalification terms and conditions to Lwala.

2.16 Evaluation of Applications

2.16.1 Evaluation and comparison of applications shall follow the below set-out criteria:

A: MANDATORY REQUIREMENTS

| No. | Requirements | Score |
|-----|--|-----------|
| 1. | Copy of Certificate of Registration/Incorporation | Mandatory |
| 2. | Copy of Valid Tax Compliance Certificate and PIN (For Companies) | Mandatory |
| 3. | Valid Single Business Permit from County Governments | Mandatory |
| 4. | Evidence of physical registered office (Proven physical location with an attached copy of lease and address of firm, Single Business Permit from County Governments) | Mandatory |
| 5. | Duly filled signed Confidential Business Questionnaire | Optional |
| 6. | Dully Filled prequalification Data | Mandatory |
| 7. | Police Clearance Certificates and Smart Driving Licenses for Transport Providers | Mandatory |
| 8. | Proof of Tax Payment (Attach copies of ETR receipts on invoices) | Mandatory |

*******All vendors MUST provide all the mandatory requirements as a pre-requisite to proceed to Technical Evaluation.**

B: TECHNICAL EVALUATION FOR PROVISION OF GOODS AND SERVICES.

| Item No. | Evaluation Criteria | Max Score | Score Awarded |
|----------|---|-----------|---------------|
| 1. | Company Profile: a) Provide company profile(brief) | 20 | |
| 2. | Experience: a) Attach one (1) copy of LPOs/LSOs/contract documents as evidence of doing similar/related business b) Provide recommendation letters/List of suppliers from institutions/clients within or without North Kamagambo | 20 20 | |
| 3. | Any other activity related to this or doing in the meantime | 5 | |
| | b) A reference letter from the applicant's bank regarding the existence of an operational bank account. (Bank details only will be awarded (3 marks) | 5 | |
| | | 10 | |
| 4. | Statement(s) that demonstrate an understanding of the category of interest | 10 | |
| 5. | Well-arranged Tender document according to the format provided | 10 | |
| 6. | Catalogs or price lists of goods/ services and other marketing materials | 10 | |
| | TOTAL SCORE | 100 | |

*******The minimum score to qualify for prequalification shall be 70%. Applicants who will not meet this minimum score shall be disqualified at this stage.**

SECTION 3
APPLICATION FORMS

FORM PQ-1: PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS' APPLICATION FORM

1/We (Name of Company/Firm) hereby apply for prequalification as

supplier(s) of
(Item Description)

..... (Sub-
Category No.)

Post Office Address

Town

Street

Name of building

Room/Office No. Floor No.

Telephone Nos.

Full Name of applicant

Other branches' location

Organization & Business Information:

.....

.....

.....

General Manager

Manager.....

Other.....

Partnership (if applicable)

Names of Partners

.....

.....

.....

1. The business founded or incorporated
2. Under present management since
3. Bank reference and address
4. Indicate terms of trade/sale.....

Group (If applicable)

Name of Group.....

Date of registration.....

Type of registration.....

Name of Office Bearers

1. Chair.....

2. Secretary.....

3. Treasurer.....

FORM PQ-2: FINANCIAL POSITION AND TERMS OF TRADE

(1) Provide details of an operational bank account or attach a banker’s letter as evidence of the operational account.

Account Name.....

Account Number

Bank..... Branch.....

(2) Please state your credit terms.....

FORM PQ-3: PAST EXPERIENCE

NAME OF AT LEAST ONE CLIENT

1. Name of 1st 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)

(Please attach documentary evidence of contract if any e.g LPOs, LSOs, Prequalification, Invoices etc)

2. Name of 2nd 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)

(Please attach documentary evidence of the contract if any e.g LPOs, LSOs, Prequalification, Invoices, etc)

3. Others clients

FORM PQ-4: SWORN STATEMENT FOR PRE-QUALIFICATION OF SUPPLIERS FOR GOODS & SERVICES.

Lwala intends to update its register for service providers for the provision of assorted goods and services for the period ending 31st December 2026. Interested eligible suppliers are invited to apply for prequalification, indicating the category of goods, works, or services they wish to supply.

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 quotation on the basis of provisions in the quotation documents to follow.
- c. We have enclosed all the documents and information required for the pre-qualification evaluation.
- d. Understand that pre-qualification does not amount to being contracted to supply the said goods and services unless a specific order is placed from time to time.
- e. That I/we have the capacity and the wherewithal to supply quality goods and services whenever ordered in a timely manner.
- f. That being prequalified does not limit Lwala in its decision to use whichever supplier of her choice.
- g. That any breach in the stated terms and conditions may lead to the cancellation of my/our prequalification by Lwala without any reference to me.

Date

Applicant's Name / Company's Name

Represented by

Signature & Stamp

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