



Co-operating to Disarm

DOCUMENT

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PREQUALIFICATION OF PROVIDERS

FOR GOODS AND SERVICES

2021 – 2024

RECSA/PREQ/003/21-24

Introduction

RECSA is an inter-governmental body with juridical personality and enjoys diplomatic status by virtue of the Host Agreement entered into with the Government of Kenya. As an organization, the vision of RECSA is a safe and secure sub-region in a peaceful continent free from arms proliferation. The mission is to coordinate actions against small arms and light weapons proliferation in the Great Lakes Region, Horn of Africa and the Bordering States.

RECSA intends to prequalify providers for the provision of various goods and services. The purpose of this pre-qualification exercise is to competitively identify providers to be included in a shortlist of suitable providers register capable of providing goods and services to Regional Centre on Small Arms on need basis. The pre-qualified providers shall be invited from time to time to submit bids as may be required. This exercise and the subsequent tendering processes shall be subject to the RECSA's Procurement Policies and Procedures.

SECTION I - INVITATION FOR PRE-QUALIFICATION

Regional Centre for Small Arms (hereinafter referred as "Procuring Entity") intends to prequalify applicants for the provision of the following goods and services: -

1.1 Provision of Goods and services

CATEGORY CODE	DESCRIPTION
001	General office stationery
002	Design and printing services
003	Supply of Office Equipment (Photocopies, computer hardware and related accessories, toner etc)
004	Repair and Maintenance of Office Equipment (Photocopiers, computer hardware and related accessories)
005	Office repairs and Fittings (Electricals, Plumber and Furniture etc)
006	Supply of network equipment and related upgrades
007	Supply of office furniture
008	Supply of office diaries and calendars
009	Supply of promotional items and corporate gifts
010	Supply of office uniforms
011	Office cleaning Services

012	General Insurance services (for Motor vehicles, office equipment, life etc.)
013	Medical Insurance Services (Staff Medical Cover)
014	Translation and interpretation services (French/English, / Arabic)
015	Provision of car hire and taxi services
016	Motor vehicle maintenance (Repairs and Service)
017	Office drinking water
018	Branding, signage tagging and coding
019	Travel Insurance
020	Air Tickets (Main Airlines and Travel Agents)
021	Hotel / Conference Facility
022	Transit Hotels / Accommodation (Hotel Facilities around the Airport)
023	Training/Consultancy: Public Relations, Communications & Team Building
024	Training/Consultancy: Management and Leadership
025	Training/Consultancy: Peace and Security
026	Training/Consultancy: Proposal Writing and Resource Mobilization
027	Specialized Services: Fabrication of Containerized Armouries
028	Special Supplies and Services: Fabrication of Fire Arms Metal Boxes
029	Special Supplies and Services: Fire Arms Marking Machines & Accessories

SECTION II - INSTRUCTIONS TO APPLICANTS

2.1 Scope of Tender

- 2.1.1 RECSA intends to prequalify providers for the provision of goods and services detailed in the invitation for prequalification.
- 2.1.2. Prequalification is open to eligible firms and formed ventures as indicated in appendix to instructions to Applicants.
- 2.1.3. Current shortlisted providers are also invited to submit their bids for prequalification.

2.2. Submission of Application

2.2.1 Each Applicant is required to submit a complete set of pre-qualification documents for each category applied. Applications for pre-qualification shall be submitted in sealed envelopes marked with the tender name and reference No. **“REF: RECSA/PREQ/003/21-24 /(...)** (category **Code**), addressed to the following address and deposited in the **TENDER BOX** located at RECSA Front Office. The Applications should be addressed to:

**Procurement Unit
Regional Centre on Small Arms (RECSA)
Timau Plaza 7th Floor, Argwings Kodhek Road
P.O. Box 7039-00200
Nairobi-Kenya
Tel: +254 (020) 3877456/3876203/3876023
E-mail: procurement@recsasec.org**

The closing date and time for applications is **23rd September 2021** at **1200:00 noon**. The Pre-qualification applications will be opened internally. Any document delivered after the deadline shall be rejected. RECSA reserves the right to accept or reject any application and is not bound to give reasons for its decision.

Applicants shall submit one (01) original and two (02) copies of their complete pre-qualification applications.

- 2.2.2 All information requested for pre-qualification shall be provided in English Language.
- 2.2.3 Failure to provide information that is essential for effective evaluation of the applicant’s qualification 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 This Invitation for Bids is open to all providers under relevant categories.

2.3.2 Bidders must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive or obstructive practices by any local or international regulatory body or authority.

2.4. Qualification Criteria

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria for the various categories as set out in the Appendix 1 hereof. Short listing of providers will be done taking into account the applicant's general and particular experience, personnel, capability and financial position as demonstrated by the applicant's response in the attached forms.

2.4.2 Applicants should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years.

2.4.3. Applicants who will have qualified according to the selection criteria will be legible eligible for invitation to submit their quotations for the provision of goods and services as at and when required depending on 'Procuring Entity'.

APPENDIX 1

Evaluation Criteria:

The following documents shall form the evaluation criteria

- Certificate of incorporation
- Memorandum and Articles of Association
- Trading License for the year 2021
- Annual Income Tax Clearance Certificate for 2020
- Names and Photographs of all Company Directors
- Names and Photographs of all Company Shareholders
- Company Address, including Road, Plot Number, Building, Floor, Office Telephone Number, E-mail Address and Mobile Telephone Numbers
- Audited Financial Reports for the 2020
- A Notarized Powers of Attorney for the Authorized Representative of the Company
- A List of Company Directors including their respective CVs
- Evidence of Performance of at least 5 previous contracts *spread over the last 5 years (attach copies of Purchase Orders or Signed Contracts or Certificates of Completion as well as letters of reference from the clients)*