



**PRE- QUALIFICATION OF SUPPLIERS FOR THE YEAR  
2024-2025**



## **PER-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES**

The Action Foundation (TAF) The Action Foundation (TAF) is a community-driven organization registered in Kenya that is working to end exclusion, discrimination, and violence toward children, women, and girls with disabilities in marginalized communities. We work to reach those furthest from necessary services and opportunities by working with their caregivers and the community around them. This helps these vulnerable groups build better lives, build resilience, and cultivate lasting change.

Our mission is to build inclusive and resilient communities where children, women, and girls with disabilities can thrive. We envision a fully inclusive Africa where children, women, and girls with disabilities can realize their maximum potential. Over the years, TAF has adapted its interventions to beneficiary needs through community engagement, innovation, and co-creation of activities with target groups.

The Action Foundation invites applications for prequalification from interested, competent Consultancy Firms, Individuals and or APO (Women, Youth and Persons with Disability-PWD) firms (suppliers) to tender for the supply of goods and services in the under listed categories for the year 2024-2025:



## CATEGORIES FOR SUPPLY OF GOODS AND SERVICES

<b>Reference Number</b>	<b>CATEGORY A: SUPPLY OF GOODS</b>
TAF/01/2024	Supply of general office supplies and stationery.
TAF/02/2024	Supply of drinking water (ISO certified)
TAF/03/2024	Supply of IT equipment e.g., photocopiers, scanners, computers, printers, Uninterruptible Power Supply (UPS), laptops, software, toner, accessories, clock-in systems, etc.
TAF/04/2024	Supply of branded items and promotional materials.
TAF/05/2024	Supply of office furniture and fixtures.
TAF/06/2024	Supply of protective gear
TAF/07/2024	Supply of firefighting equipment and tools
TAF/08/2024	Supply of motor vehicle and motorcycle tires, tubes, batteries and spare parts.
TAF/09/2024	Supply of power backups: solar system, generators, and inverters
TAF/10/2024	Supply of tents and tarpaulins
TAF/11/2024	Supply of kitchen items
TAF/12/2024	Supply of cleaning materials, detergents and hygiene items
TAF/13/2024	Supply of foodstuffs
TAF/14/2024	Supply of disposable sanitary pads and diapers
	<b>CATEGORY B: PROVISION OF SERVICES</b>
TAF/15/2024	Repair and Maintenance of IT equipment



TAF/16/2024	Provision of internet services
TAF/17/2024	Provision of motor vehicle and motorcycle repairs and maintenance services
TAF/18/2024	General printing services
TAF/19/2024	Services to create Impact videos
TAF/20/2024	Advertising and Media
TAF/21/2024	Repair of office furniture and fittings
TAF/22/2024	Repair and maintenance of power backups: solar, generators and inverters
TAF/23/2024	Electrical repairs and installations
TAF/24/2024	Plumbing repairs and installations
TAF/25/2024	Servicing firefighting equipment
TAF/26/2024	Provision of security services
TAF/27/2024	Provision of insurance
TAF/28/2024	Conference and Accommodation facilities
TAF/29/2024	Provision of fumigation and rodents' extermination services
TAF/30/2024	Provision of garbage collection services
TAF/31/2024	Provision of engraving services
	<b>CATEGORY C: MEDICAL SUPPLIES</b>
TAF/32/2024	Supply of medication (list to be provided) request on the email
TAF/33/2024	Supply of therapy materials, equipment and consumables

**SECTION 3: MANDATORY REQUIREMENTS**

**3.1 Information**

To be eligible, the candidate must prove that they qualify to participate in procurement by providing the MANDATORY REQUIREMENTS (copies) as listed below;

- 1) Certificate of Incorporation / Registration;
- 2) Current Trade License / Business Permit;
- 3) Certificates from affiliated regulatory or accrediting bodies/associations (where applicable); e.g. (Air ticketing, among others);
- 4) Current Tax Compliance Certificate;
- 5) Evidence of Electronic Tax Register (ETR);
- 6) Three (3) letters of commendation/references from your corporate/major clients;
- 7) KRA PIN Certificate;
- 8) Evidence of physical registered office or Physical Location of the business;
- 9) Current curriculum vitae (for individual consultants);
- 10) Audited financial reports for the last three (3) years.

The Tenderer **MUST** submit a valid copy of respective Access to Government Procurement Opportunity AGPO (Youth, Women and Persons with Disabilities) certificate as per the respective category applied for. In addition, the youths must submit copy of certified ID and must be 35 years of age and below.

Persons living with disabilities (PWDs) must attach a certified copy of registration card from National Council for *Persons with Disabilities*

**Tenderers have to provide all the mandatory requirements to qualify for detailed Technical Evaluation**

**NB: Giving false information on this form will constitutes a serious offence and will form basis for disqualification**

**(I) SOLE PROPRIETOR**

Name.....  
.....

Nationality.....  
.....

Country of Origin.....  
Citizenship details.....  
.....

Date.....

Business Name.....  
.....

Nature of Business.....  
.....

Location of Business Premises.....  
.....

City/Town.....  
...

Tel No: .....

Physical location.....  
.....

E-mail address.....  
.....

Website.....  
.....

**(II) COMPANY**

Company Name

.....  
.....

Trading Name (if different from above)

.....

Legal status (partnership Ltd. Company)

.....

Nature of business licensed to operate

.....

Person:

Name.....

.....

Title.....

.....

Tel No.....

Postal Address...

.....

.....

Names of Directors of the Company and their nationality:

1.

.....

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2.

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3.

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4.

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Name of Bank.....

.....

.....

Branch.....

.....

**(III) INDIVIDUAL CONSULTANT**

Name.....

.....

Nationality.....

.....

Copy of Nationality ID

.....

.....

...

Career specialization

.....

.....

(Attach Detailed Curriculum Vitae)

Postal Address .....

.....

.....

City/Town.....

Tel No.....

Physical location.....

E-mail address.....

**3.2 Capability and competence to deliver goods, works or services**

1. What products/services do you want to supply? (Indicate the relevant category, Tender No. and the Tender Title)

2. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender?

Yes..... No.....

3. Is the firm/ Company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity-initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?

4. Are you a manufacturer/wholesaler/retailer/other? (Please specify)

5. If a manufacturer or service organization, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body?

Yes/No..... (Attach documentary evidence of certification)

6. What is your average response to delivery (Lead time) of goods/services after issuance of an LPO?

7. What is the maximum value of business you can handle at any given time?

Kshs.

8. Who has been your major corporate clients for the past 2 years? State client's name, Product/service provided, Value of goods, works or service and contact person Applicable to general suppliers; (fill in part F)

9. What is your average response time to a request for quotation/Proposal?

12. Our Payment Terms are 10 working days from the date of invoice/deliver on receipt and acceptance of goods/services.

Do you accept? Yes..... No.....

If No, what are your payment terms

13. Declaration of conflict of interest: Do you have any relationship with any member of staff/director at The Action Foundation? Yes..... No.....

If yes, what is the position of the above person at The Action Foundation

**3.3 Past and current contract awarded**

Bidders are required to demonstrate their experience in the field applied for by Listing (and provide evidence) of 3 major current references with their contacts within the last two years. State product/service provided, value of goods/service and the contract person.

No.	Name of organization	Item Description	Value of contract	Contact person & phone number
1				
2				
3				

**SECTION 4: DECLARATION**

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-qualified 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.
- e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- f. We understand you are not bound to accept either in part or whole any tender/quotation you receive.

Date.....  
 .....

Applicant's Name.....  
 .....

Represented by.....  
 .....

Signature.....  
 .....

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

**This advert is open from 2nd February to 16th February at 17:00hrs and any bid that comes in beyond the set dates will be disqualified.**