



**PRE-QUALIFICATION OF SUPPLIERS FOR
GOODS, WORKS AND SERVICES FOR
THE 2025/2026 FINANCIAL YEARS**

CATEGORY.....

NUMBER

**CLOSING DATE AND TIME
4th OF MARCH 2025 AT 5PM**

.....

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SECTION A: PRE-QUALIFICATION NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2025/2026

Uraia Trust is a leading national organization whose mission is to provide quality civic education and empower Kenyans to exercise their civic duty in order to realize their constitutional aspirations. It aims at fostering a mature democratic political culture in Kenya, a culture in which citizens can exercise their rights and responsibilities and participate effectively in the broadening of democracy in the country.

To meet this objective Uraia Trust seeks to partner with competent suppliers and service providers and therefore invites sealed applications from eligible candidates for purpose of pre-qualifying suppliers of goods, works and services for the years 2025/2026 under the following categories.

1. URAIA/01/25: Supply of computer hardware, software and other ICT equipment
2. URAIA/02/25: Supply of genuine toners & cartridges
3. URAIA/03/25: Supply of office furniture
4. URAIA/04/25: Supply and maintenance of firefighting equipment
5. URAIA/05/25: Supply of general office stationery
6. URAIA/06/25: Provision of car hire services both chauffeured and self-drive (saloons, 4x4, Vans, Buses)
7. URAIA/07/25: Provision of travel agency services including, air tickets and hotel bookings
8. URAIA/08/25: Provision of general printing services
9. URAIA/09/25: Provision of carpentry, masonry, partitioning, general office repairs & maintenance services
10. URAIA/10/25: Supply of branded promotional items & material (Banners, T-Shirts Bags, Flags, Caps, Pens etc.)
11. URAIA/11/25: Supply & maintenance of PABX
12. URAIA/12/25: Provision of creative graphic design and artwork for general printing
13. URAIA/13/25: Repair, maintenance, and servicing of refrigeration equipment.
14. URAIA/14/25: Supply of clean drinking water
15. URAIA/15/25: Provision of taxi services
16. URAIA/16/25: Repair, maintenance & servicing of motor vehicles (Toyota, Nissan, Skoda)
17. URAIA/17/25: Provision of goods and services for Shows and Exhibitions
18. URAIA/18/25: Provision of Basic First Aid, Fire Safety and Occupational Safety & Health Training
19. URAIA/19/25: Provision of Digital Marketing and LED screens displays
20. URAIA/20/25: Provision of E-storage services by digitizing, indexing, and uploading of hard copy files

21. URAIA/21/25: Provision of fumigation and professional cleaning services

Detailed pre-qualification documents can be downloaded from Uraia website <http://bit.ly/3GONQWy> and those who have downloaded the document from the website must forward their particulars immediately for recording and any further clarifications and addenda to tender@uraia.or.ke.

Completed pre-qualification documents must be submitted in a plain sealed envelope which should bear the words Pre-qualification of suppliers for supply of
(Indicate category name & number) and delivered at the reception of Uraia House or posted to

The Head of Finance and Support Services

P. O. Box 28151-00100

Nairobi.

The documents should be submitted by **4th of March 2025 at 5pm.**

Other conditions are as outlined in the pre-qualification documents.

PROCUREMENT OFFICER

For: HEAD OF FINANCE AND SUPPORT SERVICES

SECTION B: IMPORTANT NOTES TO CANDIDATES

1. INTRODUCTION

- 1.1. Uraia Trust will pre-qualify and enlist prospective bidders for the supply of goods, works and services from among those who will have submitted their pre-qualification documents, in accordance with the tender requirements to undertake the assignments described herein. All suppliers currently pre-qualified with Uraia Trust should note that they too must re-apply afresh as all other previous pre-qualification shall stand cancelled. Only candidates pre-qualified under this pre-qualification process shall be invited to tender.
- 1.2. Bidders are invited to submit pre-qualification documents for the supply of goods, works and services in the categories as listed in page 2 and 3. A single organization or bidder can only submit prequalification documents to a maximum of 2 categories.
- 1.3. The Pre-qualification document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document.
- 1.4. Uraia Trust does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services will be treated equitably.
- 1.5. All applicants will be informed in writing of the results of the application.
- 1.6. Tenderers will meet all costs associated with preparation and submission of their applications.

2. GENERAL TERMS AND CONDITIONS

2.1. Restrictions

Any bidder who attempts to influence the outcome of the selection process by discrediting competing applications, or by threatening any member sitting on the selection panel, or transfers gifts, payments or other benefits to evaluation panel, will be automatically disqualified from consideration.

If information provided by the bidder to support an application, especially regarding past performance and references is falsified, such application will be disqualified from consideration.

Any organization in which Uraia Trust or any of their employees involved have ownership, directorship or vested interests, shall **not** be allowed to propose, submit pre-qualification documents or participate in any way.

Organisations or individuals may be excluded from the evaluation if they:

- a) are bankrupt, or are being wound up, or whose affairs are being administered by court, or who have entered into an arrangement with creditors, or who have suspended business activities or who are subject to an injunction against running business by a court of law;

- b) are the subject of proceedings for a declaration of bankruptcy, of an order for compulsory winding up or administration by court, of an arrangement with creditors, or of any other similar proceedings;
- c) have been convicted of an offence concerning their professional conduct by a court of law, or found guilty of grave professional misconduct; and
- d) have not fulfilled obligations relating to payments of taxes or statutory contributions.

All bidders are required to sign the Bidders Declaration contained in (Appendix 1).

All bidders are required to stamp all the pages of the pre-qualification document.

2.2. Conflict of interest

Conflicts of interest are described as:

- 1 Any event(s) or relationships influencing the capacity of a candidate, bidder or contractor to give an objective and impartial professional opinion, or preventing him, at any moment, from giving priority to the interests of Uraia Trust; and
- 2 Receipt or granting of any consideration relating to possible contracts in the future or conflict with other commitments, (either past or present) of a candidate, bidder, contractor, or any conflict with their own interests.

These restrictions also apply to subcontractors and employees of the candidate, bidder or contractor.

2.3. Amendment of Tender Documents

At any time prior to the deadline for submission of pre-qualification documents, Uraia Trust, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the Pre-qualification documents by amendment. All prospective bidders will be notified of the amendment and it will be binding on them. Uraia Trust may, at its discretion, extend the deadline, if deemed necessary, to allow bidders reasonable time to take the amendment(s) into account.

2.4. Ethics

It is a requirement that both Uraia Trust and prospective suppliers of goods and services observe the highest standards of ethics during the procurement and execution of contracts.

In pursuance of this policy, Uraia Trust requires that all bidders concerned take measures to ensure that no transfer of gifts, payments or other benefits to Uraia Trust officials and/or procurement/management staff with decision making responsibility or influence, occur. In this

regard, Uraia Trust will require all bidders to sign, as part of the Pre- Qualification documents, an Integrity Pact (attached as appendix 2). **Non-delivery of the Bidders Declaration and Integrity Pact duly undersigned by the chief executive or legal representative of the tendering party will result in exclusion of their pre-qualification documents from the evaluation process.**

Uraia Trust reserves the right to suspend or cancel a tender/quotation if corrupt practices of any kind are discovered at any stage of the award process.

Any attempt by a candidate or bidder to obtain confidential information, enter unlawful agreements with competitors or influence the committee of Uraia Trust during the process of examining, clarifying, evaluating and comparing qualification documents will lead to the rejection of his candidacy and may result in administrative penalties (e.g. suspension).

When putting forward the pre-qualification documents, the candidate shall declare that he is not affected by any potential conflict of interest and has no link with other bidders or parties involved in the project. Should such a situation arise after pre- qualification or during performance of the contract, the bidder must immediately inform Uraia Trust.

3. COMMUNICATION

Communication between bidders and their agents and any member of Uraia Trust is strictly forbidden except as provided for in the relevant section of the pre-qualification documents. Infringement of this clause may lead to automatic disqualification from the process.

4. DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION

- 4.1. Tenderers may request a clarification on the Pre-qualification Document up to 7 (seven) days before the submission date. Any request for clarification must be sent in writing to tender@uraia.or.ke. Uraia Trust will respond in writing to such requests.

5. PREPARATION OF PRE-QUALIFICATION DOCUMENTS

- 5.1. Tenderers are expected to examine the documents comprising this request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a tender.
- 5.2. Tenderers are required to meet the qualification criteria stipulated. Those who do not meet the requirements need not submit tenders. Only tenders which fulfill these requirements, will be considered for detailed evaluation.
- 5.3. The pre-qualification documents shall not include any financial proposal information.

6. SUBMISSIONS, RECEIPT, AND OPENING OF PRE-QUALIFICATION DOCUMENTS

- 6.1. All pages of the Pre-Qualification Document must be stamped using the official stamp of the organization and submitted together with other requested documents.
- 6.2. The Pre- Qualification documents **MUST** be prepared and submitted in a plain sealed envelope marked:
 - a. CATEGORY NAME AND NUMBER
 - b. PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES, URAIA TRUST/2025/2026
 - c. DO NOT OPEN BEFORE (4th OF MARCH 2025)

And delivered at the reception area of Uraia Trust
or posted to

HEAD OF FINANCE AND SUPPORT SERVICES
URAIA HOUSE
Jacaranda Avenue, off Gitanga Road
P. O. Box 28151-00100
NAIROBI

6.3. Deadline for Submission

The closing time for the Pre-qualification shall be **4th of March 2025 at 5pm** submissions shall be marked "DO NOT OPEN BEFORE that time

- a. Any Tender received after the deadline pursuant to clause 6.3 shall be rejected as a late tender and shall not be considered.

6.4. Tender Opening

- a. A committee of officials shall open the documents after the closing time for submission of the pre-qualification documents.

7. TENDER EVALUATIONS

- a. Uraia Trust will examine the pre-qualification documents to determine completeness, general orderliness and sufficiency in responsiveness.
- b. Tenderers shall not contact Uraia Trust on the matters relating to their pre-qualification documents from the time of opening to the time the evaluation is finalized, and official communication is sent to them. Any effort by the Tenderer to influence Uraia Trust in the evaluation shall result in the cancellation of their tender.
- c. Pre-qualification will be based on meeting the evaluation criteria.

- d. The applicants should have registered offices and Uraia Trust reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.
- e. Tenderers who qualify as per the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required.

8. EVALUATION CRITERIA

There shall be two phases of carrying out the evaluation of pre-qualification applications

- a. Preliminary Evaluation Phase
- b. Detailed Evaluation Phase

8.1. Preliminary Evaluation Phase

- i. All pre-qualification documents **MUST** be prepared and submitted in a plain sealed envelope indicating the **CATEGORY NAME AND NUMBER**. The submitted applications shall be sorted in their respective categories before opening.
- ii. Pre-Qualification documents must be submitted within the specified time frame. All submissions shall be marked "DO NOT OPEN BEFORE (4th March 2025 at 5pm) on the envelope. Late submission shall be returned unopened.
- iii. Duly completed confidential pre-qualification Business Questionnaire
- iv. All tenderers are required to sign and submit bidder's declaration
- v. All bidders are required to sign and submit the integrity pact
- vi. Confirmation that no firm has submitted applications for more than 2 categories (if an organization submits more than two applications the team carrying out preliminary evaluation will randomly pick two and the extra ones will not be subjected to detailed evaluation.)
- vii. A list shall be compiled for those Tenderers who pass the preliminary phase to be evaluated in detail.

8.2. Detailed Evaluation Phase

The evaluation team shall undertake a thorough and objective analysis of the information given by the tenderer on the pre- qualification questionnaire (SECTION C). The tenderer is required to attach copies of requested documents where necessary.

9. NOTIFICATION OF PRE –QUALIFICATION

Once the list of those who succeeded to be pre-qualified has been approved and ratified by the authorized officers of the company, the procurement officer shall notify in writing of the names of those applicants who have been pre-qualified and also those who failed to be pre-qualified.

**SECTION C: CONFIDENTIAL PRE-QUALIFICATION
BUSINESS QUESTIONNAIRE**

(TO BE COMPLETED BY THE SUPPLIER)

- a. Business /Company Name.....

- b. Location of the business premises
Town.....
Physical Address.....
Street/Road.....
Name of the building.....
Floor..... No.....
- c. Postal address.....Town..... code.....
- d. Telephone number(s).....
- e. Email Address.....
- f. Nature of Main Business.....
- g. Number of years in business.....
- h. Registration details (Attach certified copies)
 - Certificate of registration/incorporation No.....
 - Trade license No.....

- VAT registration No.....
 - PIN Certificate No.....
 - Valid Tax compliance certificate.....
- i. Maximum value of business handled by your business in a year..... (Attach Audited accounts for year 2021, 2022 and 2023 and a bank statement for the last 6 months: July to December 2024)
- j. Bank details
- Bank name.....
 - Account name.....
 - Account number.....
 - Branch.....
- k. Provide at least three referees from your current clients and their detailed contacts

	Organization	Contact person	Position	Telephone
1				
2				
3				

- l. Tick the appropriate credit period you can offer
- 90 days
 - 60 days
 - 30 days

m. Proof of having undertaken similar assignments in categories you are applying for at least three organizations in the last one year (attach LPO, LSO or Contract that best illustrates your performance also attach recommendation letter from the respective client)

1	Organization	Amount
2		
3		
4		

n. State the volume of business you can handle at any one time.....

Nature of business (fill in where necessary)

Sole proprietor

Your name in full.....

Age.....

Nationality.....

Partnership

Give details of partners as follow

Names in full	Nationality	Citizenship details	shares

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Registered company

Private or public (state which is applicable).....

Give details of the directors as follow

Names in full	Nationality	Citizen details	Shares

SECTION D: EVALUATION CRITERIA

Tenderers are requested to read this section carefully as they will be evaluated based on the following requirements.

Tenderers are also requested to arrange the requested documents such that they flow starting with b up to n and Insert dividers as instructed below. (Tenderers who strictly follow this instruction will be awarded marks)

- a. A single bidder must not apply for more than 2 categories. Bidders are advised to apply for one (1) or at most two (2) categories that they believe they are strong in.
- b. Must attach the Uraia pre-qualification document with the business questionnaire (SECTION C) filled up and signed bidders' declaration (APPEDIX 1) and integrity pact (APPEDIX 2)

**Please note that b above is a mandatory requirement. Any submitted documents lacking any of the requirements of b above will automatically be disqualified. For (a) above the evaluating committee will only evaluate two applications picked randomly for each bidder who has applied for more than 2 categories
PLEASE INSERT A DIVIDER WITH TITLE '*Company Profile*'**

- c. Must attach an updated company profile
PLEASE INSERT A DIVIDER WITH TITLE '*Regulatory requirements*'
In this section please arrange your documents in a way that you start with d up to h
- d. Must be a registered firm with a certificate of registration, incorporation/or memorandum and article of Association. Copy of the document must be attached
- e. Must attach a copy of CR12 which is not more than 6 months old
- f. Must attach a copy of VAT certificate
- g. Must attach a copy of valid tax compliance certificate
- h. Must attach copy of current business licenses from the relevant authority
- i. Must have a fixed business premises (Attach certified copy of a valid lease or rental agreement or ownership title)

PLEASE INSERT A DIVIDER WITH TITLE '*Experience and references*'

- j. Must have experience of more than three years in the category that one wish to be pre-qualified-**we will consider the dates as per the certificate of incorporation/registration (d above)**
- k. Must provide orders in form of contract/LPO/LSO from 3 clients that best illustrate your performance in terms of value. Strictly for the category you have applied for. The order must be for 2021/2023 financial years. Please do not attach more than 3 LPOs, / LSOs/

as we will only consider the first three. (please note that we will only consider LPOs/LSOs and contracts and **NOT prequalification letters**.)

1. Attach 3 recommendation letters from the clients whose order you serviced as per the (k) above (we will call the undersigned and If information provided by the bidder to support an application, especially regarding past performance and references is falsified, such application will be disqualified) (please do not attach more than three recommendation letters).

PLEASE INSERT A DIVIDER WITH TITLE “*Audited accounts*”

- m. Must attach audited accounts for year 2021, 2022 and 2023 (attach only for all years)
- n. The category number and item description should be clearly indicated on the envelop and the top page of the pre-qualification document-**this will help us to sort out the documents before opening so that your documents are not evaluated in a category you did not apply for**
- o. Uraia Trust will carry out site visits where appropriate which will form part of the pre-qualification process.

APPENDIX 1 BIDDER’S DECLARATION

We/I the undersigned, in the capacity of for [name of the company/firm/individual] certify that the bidder is not in any of the following situations:

- 1 Bankruptcy; are the subject of proceedings for a declaration of bankruptcy, or of an order for compulsory winding up or administration by court, or of any other similar proceedings;
- 2 Payments to us have been suspended in accordance with the judgement of a court other than a judgement declaring bankruptcy and resulting, in accordance with our national laws, in the total or partial loss of the right to administer and dispose of our property;
- 3 Legal proceedings have been instituted against us involving an order suspending payments and which may result, in accordance with our national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of our property;
- 4 Are being wound up, or our affairs are being administered by court, or have entered into an arrangement with creditors, or have suspended business activities or are subject to an injunction against running business by a court of law;
- 5 Have been convicted by a final judgement of any crime or offence concerning our/my professional conduct;
- 6 Are guilty of serious misrepresentation with regard to information required for participation in an invitation to tender or execution of a tender already awarded; and
- 7 Are in breach of contract on another contract with the Government of Kenya or other local or international contracting authority or foreign government;
- 8 Have been convicted of an offence concerning our/my professional conduct by a court of law, or found guilty of grave professional misconduct;
- 9 Have not fulfilled obligations relating to payments of taxes or statutory contributions.

If the bidder is in any of the above listed situations, kindly attach documents giving details of the situation.

Names in full: [.....]

Duly authorised to sign this bid on behalf of (bidder’s name):

[.....]

Place and date: [.....]

Stamp of the firm/company:

APPENDIX 2 – INTEGRITY PACT

Bidder’s Oath to fulfill the Integrity Pact

Accepting that transparent business management and fair public administration are key to social development and national competitiveness, and in an effort to purge corruption and apply sanctions to corrupt businesses, and in full support of the worthy goals of this Integrity Pact, concerning the present pre- qualification for: _____(*category bided for*), all personnel of _____(*name of organization*) and its sub-contractors and agents hereby agree that:

1. We shall not conduct any unethical business practices, such as bid-rigging for the sake of a particular bidder to win the bid, or price-fixing. If proven as a fact that we have engaged bid-rigging for the sake of a particular bidder to win the bid, we shall accept to be prohibited from submitting bids placed by Uraia Trust for a period of two (2) years. If proven that we have discussed with other bidders in a bid to fix a price or rigged a bid for a particular bidder to win the bid, we shall accept the prohibition from submitting bids placed by Uraia Trust for a period of two (2) years. If any unethical behaviour is tantamount to a fraudulent practice, we accept that such a case may be handed over to the authorities for investigation and possible prosecution.
2. In the process of supplier pre-qualification we shall not offer any bribe, gifts, entertainment or any other undue benefits directly or indirectly to related officials, and in case it is proved that we have violated any terms of this Integrity Pact in relation with the pre-qualification documents, or concluding, or offered bribes for favours to be pre-qualified, we shall accept the prohibition from submitting a bid placed by Urai Trust for a period of two (2) years. If proven as a fact that we have offered bribes to Uraia Trust or related officials for favours regarding a bid or contract to a bidder or a winning bidder, or for the purpose of faulty execution of the objectives of a contract, we shall accept the prohibition from submitting bids placed by Uraia Trust for a period of one (1) year. If proven that we have offered bribes to Uraia Trust or related officials in relation to bidding, or concluding or execution of a contract, we shall accept the prohibition from submitting bids placed by Uraia Trust for a period of one (1) year.
3. In case it is proven that we have offered bribes to a related official or a Uraia Trust official regarding a pre-qualification process, tendering, or concluding or execution of a contract, we shall accept the cancellation of the contract, and shall not file any civil, administrative or criminal appeals.
4. We shall make our best effort to institute a Company Code of Conduct that prohibits bribery, bid rigging/fixing or any other corrupt practices in business relations with officials and Uraia

Trust and a company regulation that prohibits any retaliatory acts toward anyone reporting inside corruption.

- 5. In addition, I confirm on behalf of the bidder that the details included in the Pre-qualification document are correct to the best of my knowledge and belief. In addition, we authorize, Uraia Trust to seek information from any source to confirm our compliance with the requirements of this Integrity Pact.

- 6 The bidder authorizes Uraia Trust, to seek information from any source, including publication of the name of the bidder to confirm that the bidder is compliant with the requirements of this Integrity Pact.

We shall fulfil this Integrity Pact as a solemn oath made on the basis of mutual trust, and, if and when we are pre-qualified and invited to bid, we shall sign and fulfil the above as a “Special Condition of Contract,” and not file any civil, administrative or criminal appeals regarding any of the above terms.

Dated: _____

Signed by: _____
(Chief Executive/Managing Director)

Full Name: _____

Stamp of the firm _____