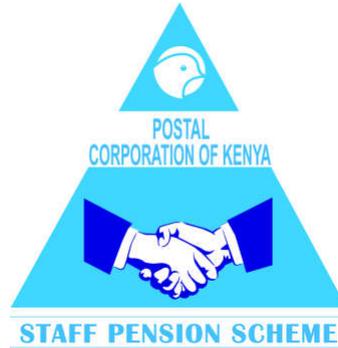


TENDER DOCUMENT



FOR

**PRE-QUALIFICATION OF PROPERTY SELLING
AGENTS**

**POSTAL CORPORATION OF KENYA PENSION SCHEME
P O Box 46621-00100
NAIROBI**

Table of Contents

	Page
1. TENDER NOTICE	3
2. PRE-QUALIFICATION INSTRUCTIONS	5
(a) BRIEF CONTRACT REGULATIONS/GUIDELINES	
(b) PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS	
(c) PRE-QUALIFICATION CRITERIA	
3. FORM PQ-1 PREQUALIFICATION DOCUMENTS	9
4. FORM PQ-2 PRE-QUALIFICATION DATA	10
5. FORM PQ-3 SUPERVISORY PERSONNEL	11
6. FORM PQ-4 FINANCIAL POSITION AND TERMS OF TRADE	12
7. FORM PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRES	13
8. FORM PQ-6 PAST EXPERIENCE	15
9. FORM PQ-7 REFEREES	16
10. SWORN STATEMENT	17

POSTAL CORPORATION OF KENYA PENSION SCHEME

TENDER NOTICE

PRE-QUALIFICATION NO. **PCKSPS/PREQ/001/2023-2024**

PRE-QUALIFICATION FOR PROPERTY SELLING AGENTS FOR FINANCIAL
YEAR 2023-2024

The Postal Corporation of Kenya Pension Scheme invites applications for Prequalification of Property Selling Agents for the Period 2023/2024.

NO	REF	DESCRIPTION	CLOSING	
			DATE	TIME
1	PCKSPS/PREQ/ 001/2023-2024	Pre-qualification of Property Selling Agents	10 th Jan, 2024	12:00 Noon

A complete set of tender documents may be downloaded from the Scheme website <https://www.postapension.co.ke/pcksps/media-centre/tenders> and submitted through electronic mail bids@postapension.co.ke, so as to be received not later than 10th Jan 2024 at 12:00 Noon. Bids will be opened the same day at 12:30pm in the presence of the bidders or their representatives who may wish to attend at the Scheme Boardroom, 9th Floor NHIF Building.

PRE- QUALIFICATION INSTRUCTIONS

1.1 Introduction

Postal Corporation of Kenya Pension Scheme would like to invite interested candidates who must qualify by meeting the set criteria as provided to bid for pre-qualification as property selling agents to the Postal Corporation of Kenya Pension Scheme.

1.2 Prequalification Objective

The main objective is to register property selling agents for sale identified properties of Postal Corporation of Kenya Pension Scheme as and when required during the period ending 30th June 2024.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya and registered with the relevant professional body are invited to submit their PRE-QUALIFICATION documents to THE ADMINISTRATOR, POSTAL CORPORATION OF KENYA PENSION SCHEME so as to be pre-qualified/registered for submission of tenders/quotations. Bids will be submitted in complete lots singly or in combination. The prospective bidders are required to supply mandatory information for pre-qualification/registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful projects of similar nature to Institutions of similar size and complexity. Potential agents must demonstrate the willingness and commitment to undertake the sales competitively and within the shortest time possible.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective Agents. In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

1.6 Distribution of Pre-qualification Documents

Two copies of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

**The Administrator
Postal Corporation of Kenya Pension Scheme
P O Box 46621-00100
NAIROBI**

Not later than **10th Jan 2024 at 12 Noon.**

1.7 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Administrator, Postal Corporation of Kenya Pension Scheme whose address is given in part 1.6 above.

1.8 Additional Information

Postal Corporation of Kenya Pension Scheme reserves the right to request submission of additional information from prospective bidders.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay all taxes payable as applicable for all materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs Clearance

The contractor shall be responsible for custom clearance of the imported goods and materials.

2.3 Contract Price

The contract shall be of unit type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the client's Accounting Officer or Tender Committee. Prices quotes should be inclusive of all delivery charges.

2.4 Payments

All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3. PREQUALIFICATION/REGISTERED DATA INSTRUCTIONS

3.1 Pre-qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific category.

3.1.1 The pre-qualified/registered applications forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by the Postal Corporation of Kenya Pension Scheme in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to

perform in respect to the Tender Category as described by the client.

- 3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the Client. they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-Qualification/Registration

- 3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be prequalified on the satisfactory information given.

- 3.3.4 Special Consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of capability to executive the contract.

3.3.4 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contract from past customers should be included in Form PQ-6

3.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client of the client/Scheme could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Scheme reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

- 3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration incorporation/memorandum and Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate as a mandatory requirement.

3.7 Prequalification Criteria

Required information	Form type	Point Score
1. Registration Documentation	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	10
7. Referees	PQ-7	10
	TOTAL	100

3.8 The Qualification is 70 points and over

FORM PQ-1: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

All firms must provide: -

- 1. Copies of Certificate of Registration
- 2. Copies of VAT Registration Certificate
- 3. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance will lead to automatic disqualification thus no further evaluation of the application.
- 4. Copies of Pin Certificate of Firm/Company/Individual.
- 5. Copy of current Valid Trade license.
- 6. Proof of registration with Estates Agents Association

Other government levies status.....

7. State any technological innovations or specific attributes which distinguishes you from your Competitors

.....

State any quality Assurance Certificate e.g ISO 9000 Held by the company

.....

8. State if the company is a subject of bankruptcy proceedings, in receivership, Administrative receivership, or any other form of liquidation as defined by the Applicable Law

.....

.....

.....

9. State whether you have any litigation against the government or any History of litigation or arbitration resulting from contracts executed in the last five years.

.....

.....

.....

10. Other important certificates, Registration with MOPW, BORAQ, AAK, MISK, National Association of Estate Agents, Kenya Professional Realtors Association etc.

(30 POINTS)

FORM PQ-2 - PRE – QUALIFICATION DATA

REGISTERED SUPLIERS APPLICATION FORM

Official receipt No.....

Date.....

REGISTRATION OF SUPPLIERS APPLICATION FORM

1/We Hereby apply
(Name of the Company/Firm)

For registration as supplier(s) of.....
.....

Postal Address.....Fax NO.....

Tel.....Email Address.....

Town..... Street.....Name of Building
.....Room/Office No.....Floor No.....

Full Name of Applicant.....

Other Branches location.....

2. Organization & Business Information

Management Personnel.....

President (chief executive).....

Secretary.....

General Manager.....

Any other.....

Partnership (if Applicable)

Name of Partners

3. Business founded or incorporation.....

4. Under present management since.....

5. Net worth equivalent Kshs.....

6. Bank reference and address.....

7. Bonding company reference and address.....

8. Enclose copy of organizational chart of the firm indicating the main fields of activities.
.....

9. State any technological innovations or specific attributes which distinguish you from your Competitors
.....
.....

10. Indicate terms of trade/sale (10 POINTS)

PQ-3 SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with Contractor or Supplier position held.....

(Attach copies of certificates of key personnel in the organization)

(10 points)

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

1. Assets and liabilities:-

- i. Total Assets in Kshs.....
- ii. Current Assets in Kshs.....
- iii. Total Liabilities in Kshs.....
- iv. Net Worth (Total Assets-TotalLiabilities.....
- v. Working Capital Kshs.....
(Total Assets – Net Worth)

2. Attach a copy of firms two latest certified financial statements giving summary of assets and current liabilities/or any other financial support

3. Attach letters of references from the bankers regarding suppliers' credit Position

4. Indicate terms of sale/trade

- i. Cash on delivery
- ii. Credit period Yes/No. Delete as appropriate, if yes
Indicate Number of days.....
- iii. Upfront payment/ Down payment Yes/ No. Delete as appropriate, if
YES, state percentage.....

(20 POINTS)

FORM PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part2 (a), 2(b) or 2(c) whichever applies to your type of business? You are advised that it is a serious offence to give false information on this form.

Part 1; General:

Business name

Location of business premises.....

Plot No.....Street/Road.....

Postal Address.....

Tel No.....

Nature of business.....

Current Trade License No.....

Expiring Date.....

Maximum value of business which you can handle at any one time:

Kshs

Name of your bankers.....

Part 2(a); sole proprietor:

Your name in full.....Age:.....

Nationality.....Country of origin.....

Part 2(b): Partnership:

Your name in full.....Age:.....

Nationality.....Country of origin.....

Give details of details of partners as follows:-

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1.....

2.....

3.....

4.....

Part 2 (c) ; Registered Company

Private or Public.....
State the nominal and issued capital of the company

Nominal Ksh.....

Issued Ksh.....

Give details of all Directors as follows

1.
2.
3.
4.
5.

DateSignature of Tenderer.....

If citizen indicate under Citizenship details whether by birth Naturalization
or Registration

(10 POINTS)

PQ- 6 PAST EXPERIENCES

NAME OF THE APPLICANTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

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).....

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. Tel No. of client
- v. Value of Contract.....
- vi. Duration of contract (Date).....

3. Name of 3rd Client (organization)

- i. Name of client/organization.....
- ii. Address of client/organization.....
- iii. Name of contact person at the client (organization).....
- iv. Tel No. of client
- v. Value of Contact.....
- vi. Duration of contract (Date).....

Others

(Attach documentary evidence of existence of contract with each client)

(10 POINTS)

FORM PQ-7 REFEREES

Obtain at least three referees from the list of the organizations you have undertaken similar assignments for the last 2 years.

- (1) Name of organization.....
Official Rubber Stamp.....
Name and Designation of Officer Representing the organization.....
Signature.....Date.....
- (2) Name of organization.....
Official Rubber Stamp.....
Name and Designation of Officer Representing the organization.....
Signature.....Date.....
- (3) Name of organization.....
Official Rubber Stamp.....
Name and Designation of officer representing the organization.....
Signature.....Date.....

(10 POINTS)

FORM PQ-8: SWORN STATEMENT

Having studied the prequalification/ registered 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 prequalified/ registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the ministry
- c. When the call for quotations is issued, the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the Postal Corporation of Kenya Pension Scheme and acknowledge your right to review the Prequalification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have litigation procedure in process.

Date.....

Applicants Name.....

Represented by.....

Signature.....

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