



WWF

for a living planet

**WWF-KENYA
P.O BOX 62440-00200
NAIROBI.
THE MVULI, ON MVULI ROAD, WESTLANDS.**

PREQUALIFICATION OF SUPPLIERS YEAR 2017-2018

Category Number:.....

Category of Services:.....

Section A. Objectives of the Invitation & Our Purchase Policy

The objective of this pre-qualification exercise is to identify eligible suppliers for registration as WWF-Kenya's suppliers for various goods and services for the year 2017-2018.

WWF-Kenya procurement policy is that all purchasing decisions are made in a fair, open and transparent manner.

All procurement activities are executed consistent with the highest Professional, ethical, moral and legal standards avoiding situations of compromise as per WWF-Kenya Fraud & Corruption Prevention Policy.

Collusion with employees for any form of favors is against WWF-Kenya policy.

Section B. Invitation to apply

WWF-Kenya is a local registered NGO and a National Office of WWF, the world's largest conservation organization, hereby invites application from reputable suppliers to be considered for inclusion in the Organization's list of pre-qualified suppliers for provision of goods and services (as per categories set out at the end of this document) for financial year 2017-2018.

Interested bidders may obtain further information and/or print the tender pre-qualification documents from http://wwf.panda.org/who_we_are/wwf_offices/kenya.

Duly completed documents should be returned on or before 21st of December 2016, to be dropped in the tender box on ground floor at the WWF-Kenya offices, The Mvuli road , Westlands between 9.00 am and 4.00 pm Monday to Thursday and between 9.00 am and 12.00 pm on Friday upon payment of a non-refundable fee of Ksh. 3,000 cash deposit slip per set of document per category, cheque not accepted.

Bank details as bellow.

Bank Name: CITI Bank
Account Number: 0101952241
Account name: World Wide Fund for Nature(WWF)
Branch: Nairobi.

Section C. General Requirements

1.0 Eligible Applicants

- 1.1 This Invitation for supplier registration is open to all suppliers eligible as described in the application documents. Successful applicants shall later be contacted for tenders/quotation for the supply of goods and services as required by WWF-KENYA.
- 1.2 Applicants shall sign a declaration of compliance with WWF-KENYA International Fraud and Corruption Prevention Policy. Please find the link where this policy is located:
http://wwf.panda.org/who_we_are/organization/ethics/
- 1.3 Applicants shall bear all costs associated with the preparation and submission of their application and WWF-KENYA will not be responsible or liable for those costs regardless of the conduct or outcome of the application process.
- 1.4 The applicants shall furnish, as part of the application, documents establishing the applicant's eligibility to apply and their qualifications to perform the contract if accepted.
- 1.5 The documentary evidence of the applicant's qualification to perform the contract if the application for registration is accepted:
 - a) That the applicants has financial, technical and production capability necessary to execute the contract

- b) That the applicant has an established physical and postal address for ease of contract and is licensed by the Kenyan Government to trade in the category applied for.
- c) That the applicant is willing to do business with WWF-Kenya and shall allow credit facilities and acceptable trade terms.
- d) That the questionnaire is to be fully and comprehensively completed in all respects and all documents must be submitted in English Language
- e) If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets. If the question Does Not Apply to you please write N/A; if you Don't Know the answer please write N/K.
- f) Please note that by responding to this questionnaire you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further, WWF-Kenya reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- g) Applicants to kindly note that this does not amount to any contractual obligation on the part of WWF-Kenya, and that WWF-Kenya is not obliged to invite tenders/quotations from any or all who express interest by responding to this prequalification process.
- h) Applicants will meet all cost associated with preparation and submission of their applications
- i) Any information given and later found to be incorrect shall lead to disqualification of the Applicant
- j) The completed document shall be signed off and initialed by Director/Partner of the Organization and rubber stamped on each page and signed on the last page in the space provided
- k) Canvassing will lead to automatic disqualification of the Applicant.
- l) Late submission will not be acceptable. Any application (s) received after the date of closure will be considered as late and disqualified.
- m) Applicant is not listed on the UN list of organizations with terror links

2.0 Goods eligibility and conformity

- 2.1 The applicant shall furnish as part of this application, documents establishing the eligibility and conformity to the application documents of all goods/services which the applicant proposes to supply if accepted.
- 2.2 The documentary evidence of the eligibility of goods and services shall consist of statement in the price schedule, brochures, catalogues of the goods and services offered which in some case shall be confirmed of origin issued at the time of shipment.

3.0 Corrupt and Fraudulent practices

3.1 WWF-Kenya requires that applicants observe the highest standards of ethics during the procurement processes and the execution of contract. In pursuance of this policy WWF-Kenya:

- a) Define for the purpose of this provision, the terms set forth below as follows
 - i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of WWF-Kenya officers in the procurement process or in contract execution including acceptance of this application.
 - ii. “Fraudulent practice” means a misinterpretation of facts in order to influence a procurement process of execution of a contract to the detriment of WWF-Kenya and includes collusive practices among supplier(prior to or after application submissions) designed to establish item prices, artificial non competitive levels and to deprive WWF-Kenya the benefit of free and open competition.
- b) Will reject a proposal for award if it determines that the applicant recommended for award (acceptance)has engaged in corrupt or fraudulent practices in competing for the application “acceptance in question”
- c) Will declare an applicant ineligible either indefinitely or for a stated period time to be awarded any contract if it at any time determines that the applicant has engaged in corrupt or fraudulent practices in competing for the contract. The policy is located:
[http://wwf.panda.org/who we are/organization/ethics/](http://wwf.panda.org/who_we_are/organization/ethics/)

**Section D. Application Form
(To be in the letterhead of the tenderer)**

Date: _____

To: **P.O BOX 62440-00200
NAIROBI.
The Mvuli, on Mvuli road, Westlands**

1. Having examined the tender documents including, Ref. No.....(insert number),the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver

.....
.....

(Description of goods)

in conformity with the said application documents all or part of the items that may be required and are within our capability to supply.

2. We undertake, if our application is accepted, to deliver goods/services in accordance with the delivery schedule and credit terms specified in the schedule of requirements or official order, signed by authorized staff of WWF-KENYA.
3. We agree to abide by this application for the period of processing. Preparation and execution of the tender application together with acceptance thereof which together shall constitute a binding agreement between us.
4. We agree to abide and uphold WWF-KENYA policy on Prevention of Fraud & Corruption.
5. We understand:-
 - a) That this is not a tender or quotation but an application for consideration to be registered as a WWF-KENYA supplier for goods/services included or related to this category during the financial year 2017-2018.
 - b) That WWF-KENYA is not bound to accept this application or any other that it may receive.

Dated this _____ day of _____ 20_____

(Signature)

(In the capacity of)

Duly authorized to sign tender for and on behalf of _____

Rubber Stamp/Company Seal

Section E: Business Questionnaire

1	Name of Organization	
2	Postal Address	P.O Box.....Code.....
3	Physical location of Business Premises	Town..... Street..... Building Name..... Floor.....
4	Contacts	Telephone..... Fax No..... Email..... Website.....
5	Nature of Organization (e.g. Sole Proprietorship, Public Limited Company, Partnership etc.)	
6	Names of the Proprietor, Directors or Partners - Proprietor	1.
	- Partnership	1. 2. 3. 4.

	- Public Limited Company	1. 2. 3. 4.
7	Business Operations	Year established..... Duration of Business Operation.....
8	Company Registration No. (Attach Copy) (Y/N)	Number.....
9	VAT Registration No. (Attach Copy) PIN	Number Attached copy? Yes No. Number.....
10	State Credit Period (Minimum proposed is 30 days)	
11	Contact Person.....	Job Title.....

12	Registration with Regulatory relevant bodies	Registration Body..... Category of Registration.....
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FINANCIAL INFORMATION

Banker	Name of the Bank _____	
	Branch _____	
Financial Information in Kshs.	Actual:	
	Previous TWO years	
	1	2
Annual Turnover		
Total Assets		
Current Assets		
Total Liabilities		
Current Liabilities		
Profits before Taxes		
Profits after Taxes		

TRADE REFERENCES

Provide contact details for three referees for previous/current work that is similar or the same to the one now applied for. Note that the referees may be contacted without further reference to you. (Attach documentary evidence of existence of the contract)		
	How Many references are you indicating? (Tick one)	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"><input type="checkbox"/> 1</div> <div style="text-align: center;"><input type="checkbox"/> 2</div> <div style="text-align: center;"><input type="checkbox"/> 3</div> <div style="text-align: center;"><input type="checkbox"/> 4</div> </div>
A	Have you previously been contracted by WWF-Kenya? (Tick one)	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> YES <input type="checkbox"/> </div> <div style="text-align: center;"> NO <input type="checkbox"/> </div> </div> <p style="text-align: center; margin-top: 10px;">Describe the contract and nature of works</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">.....and for how long</p> <p style="text-align: center;">.....</p>
B	Others Organizations or Companies 1. Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided	<p style="text-align: center;">.....</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">.....</p>

2.	Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided
3.	Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided
4	Credit terms What is your average response time to RFP or request for quotation	

Do any of the following apply to your Organization, or to (any of) the Director(s)/Partners/Proprietor(s)		
Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?	Yes/No	If Yes give details
Has been convicted of a criminal offence related to business or professional conduct	Yes/No	If Yes give details
Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client?	Yes/No	If yes give details
Have you fulfilled your obligations to pay taxes and social security contributions for the last three years?	Yes/No	

PRICE SCHEDULE

(-----)Category of Services –Indicate Price

Goods suppliers/Service providers where applicable in this category would have to provide their own detailed schedule of costs/rates and attach them to this page.