



BANDARI MARITIME ACADEMY

PRE-QUALIFICATION/ REGISTRATION OF SUPPLIERS

FINANCIAL YEAR 2020/2021/2022

AUGUST 2020

TABLE OF CONTENT

Page No

Section 1 - Information to Applicants

1. Introduction	7
2. Objective of the Assignment	8
3. Preparation of Pre-Qualification Documents	8
4. Submission, Receipt and Opening of Applications	9
5. Pre-Qualification Evaluation Criteria/ Preliminary/Mandatory Requirements	10
6. General Requirements	11
7. Confidentiality	11

Section 2 - Standard Forms

Declaration Form	13
Confidential Business Questionnaire	14
References	16
Data Capture Sheet	19



BANDARI MARITIME ACADEMY
PRE-QUALIFICATION AND REGISTRATION OF SUPPLIERS
FINANCIAL YEAR 2020/2021/2022
TENDER NOTICE

Pursuant to Section 57 and 71 of the Public Procurement and Asset Disposal Act 2015, Bandari Maritime Academy (BMA) invites sealed applications from eligible suppliers for purposes of prequalifying and registration of suppliers for the financial years 2020-2021 and 2021-2022, as stated below;

ITEM NO.	PREQUALIFICATION NO.	ITEM DESCRIPTION	TARGET GROUP
1.	BMA/PREQ/01/2020/2021/2022	Supply and Delivery of Office Equipment	General
2.	BMA/PREQ/02/2020/2021/2022	Provision of Documentary Production Services	General
3.	BMA/PREQ/03/2020/2021/2022	Supply of Promotional Material and Branded Items (T-Shirts, Caps, Vests, Bags, Umbrellas, Pens, Mugs, Key Holders, Clocks, Banners)	General
4.	BMA/PREQ/04/2020/2021/2022	Provision of Catering Services	General
5.	BMA/PREQ/05/2020/2021/2022	Provision of Air Travel Agency Services (IATA And KATA Registered)	AGPO
6.	BMA/PREQ/06/2020/2021/2022	Supply and Delivery of Newspapers	General
7.	BMA/PREQ/07/2020/2021/2022	Provision of Consultancy Services: Customer Satisfaction, Employee Satisfaction and Environmental Survey, Team Building, Human Resource Consultancy).	General
8.	BMA/PREQ/08/2020/2021/2022	Supply and Delivery of Mineral Water	General
9.	BMA/PREQ/09/2020/2021/2022	Supply and Delivery of Office Furniture	General
10.	BMA/PREQ/010/2020/2021/2022	Maintenance And Repair Of Office Furniture	General
11.	BMA/PREQ/011/2020/2021/2022	Supply and Delivery of Breads and snacks	General
12.	BMA/PREQ/012/2020/2021/2022	Supply and Delivery of Meat and Meat Products (Sausages)	General

13.	BMA/PREQ/013/2020/2021/2022	Supply and Delivery of Chicken and Eggs	AGPO
14.	BMA/PREQ/014/2020/2021/2022	Supply and Delivery of Dry Cereals, Maize and wheat meals	AGPO
15.	BMA/PREQ/015/2020/2021/2022	Supply and Delivery of Fruits and Vegetables (Carrots, Onions, Potatoes, Tomatoes And Greens	AGPO
16.	BMA/PREQ/016/2020/2021/2022	Supply of Long Life Milk (200, 500mls)	General
17.	BMA/PREQ/017/2020/2021/2022	Supply and Delivery of Medical Equipment and Medical Supplies	General
18.	BMA/PREQ/018/2020/2021/2022	Supply and Delivery of Firefighting Equipment.	General
19.	BMA/PREQ/019/2020/2021/2022	Repair and Maintenance of The Aquatic Center (Swimming Pool)	General
20.	BMA/PREQ/020/2020/2021/2022	Supply and Delivery of Office Stationery	AGPO
21.	BMA/PREQ/021/2020/2021/2022	Supply and Delivery of Electrical and Electronics Materials	General
22.	BMA/PREQ/022/2020/2021/2022	Supply and Delivery of Motor Vehicles Fuel(Petrol, Diesel), Lubricants and LPG Gas	General
23.	BMA/PREQ/023/2020/2021/2022	Supply of Motor Vehicle Tyres, Tubes and Other Automobile Batteries	AGPO
24.	BMA/PREQ/024/2020/2021/2022	Provision of Repair and Maintenance Of Generators	General
25.	BMA/PREQ/025/2020/2021/2022	Provision of Building Renovations and Repair of Lifts	General
26.	BMA/PREQ/026/2020/2021/2022	Provision of Sanitary Services.	General
27.	BMA/PREQ/027/2020/2021/2022	Provision of Fumigation And Pest Control Services.	General
28.	BMA/PREQ/028/2020/2021/2022	Provision of Repair and Maintenance of Mechanical Machines I.E, Milling and Lathe Machines and Generators.	General
29.	BMA/PREQ/029/2020/2021/2022	Repair and Maintenance of Kitchen Gas Boilers	General
30.	BMA/PREQ/030/2020/2021/2022	Provision of Asset Tagging Services	AGPO
31.	BMA/PREQ/031/2020/2021/2022	Provision of Auction Services	General
32.	BMA/PREQ/032/2020/2021/2022	Supply and Delivery of Sport and Games Equipment	AGPO
33.	BMA/PREQ/033/2020/2021/2022	Supply and Delivery of Uniforms and Protective Clothes	AGPO
34.	BMA/PREQ/034/2020/2021/2022	Supply and Delivery of Cleaning Services/Materials (Liquid soap, toilet Papers etc)	AGPO
35.	BMA/PREQ/035/2020/2021/2022	Supply and Delivery Of Catering/Hospitality Equipment.	General

36.	BMA/PREQ/036/2020/2021/2022	Supply and Delivery of Maize and Wheat Flours	General
37.	BMA/PREQ/037/2020/2021/2022	Supply and Delivery of Library Books and Materials	General
38.	BMA/PREQ/038/2020/2021/2022	Supply and Delivery of Workshop Equipment and Materials	General
39.	BMA/PREQ/039/2020/2021/2022	Provision of Security Services	General
40.	BMA/PREQ/040/2020/2021/2022	Provision of cleaning and House Keeping Services	General
41.	BMA/PREQ/041/2020/2021/2022	Provision of Landscaping Services	General
42.	BMA/PREQ/042/2020/2021/2022	Supply and Delivery of Solar and Mechatronics Materials	General
43.	BMA/PREQ/043 /2020/2021/2022	Supply of Airtime Scratch Cards	AGPO
44.	BMA/PREQ/044 /2020/2021/2022	Supply./Repair and Servicing of Air Condition Equipment.	General
45.	BMA/PREQ/045/2020/2021/2022	Provision of Event Management: Tents, Tables, Chairs and Decorations and Entertainment	AGPO
46.	BMA/PREQ/046/2020/2021/2022	Provision of Outdoor Advertising: Bill Board	General
47.	BMA/PREQ/047/2020/2021/2022	Provision of Catering Services	AGPO
48.	BMA/PREQ/048/2020/2021/2022	Provision of Videography Services	AGPO
49.	BMA/PREQ/049/2020/2021/2022	Provision of Legal Services	General
50.	BMA/PREQ/050/2020/2021/2022	Provision of Conferences, Hospitality and Outsourced Catering Services	General
51.	BMA/PREQ/051/2020/2021/2022	Provision of Laundry Services	General
52.	BMA/PREQ/052/2020/2021/2022	Provision of Courier Services (Local and International	General
53.	BMA/PREQ/053/2020/2021/2022	Repair and Maintenance of Boreholes and Water Purifiers	General
54.	BMA/PREQ/054/2020/2021/2022	Provision Of Personal Insurance Cover	General
55.	BMA/PREQ/055/2020/2021/2022	Provision of Medical Insurance Cover	General
56.	BMA/PREQ/056/2020/2021/2022	Provision of General Insurance Cover(Motor Vehicles, Boats and Marine Equipment	General
57.	BMA/PREQ/057/2020/2021/2022	Supply and Delivery of Building Materials	General
58.	BMA/PREQ/058/2020/2021/2022	Civil and building works contractors	General
59	BMA/PREQ/059/2020/2021/2022	Leasing of Bandari Maritime Academy Canteen	General

A complete set of pre-qualification documents may be viewed and downloaded from the following www.bma.ac.ke free of charge.

Interested eligible firms may obtain further information from the academy Procurement Office, room 1B3, **during working hours**

Completed Pre-qualification documents are to be enclosed in plain sealed envelopes, marked with **the pre- qualification number and category name** and be deposited in the tender box provided at

the entrance or be delivered to the office of Head of Supplies Chain Management Room 1B3 so as to reach on or before Tuesday 22nd September, 2020 at 11.00am and be addressed to:

**Ag. Director/CEO,
Bandari Maritime Academy,
P. O. Box 99469 – 80107
MOMBASA**

Applications for Registration will be opened immediately thereafter in the Board Room, ground floor, in the presence of candidates'/ representatives, who choose to attend. All tenderers or bidder's representative whose chose to attend the bids opening shall be required to adhere to Ministry of Health directive on Covid 19 precautionary measures.

Any canvassing or giving of false information will lead to automatic disqualification.

**Ag. Director/CEO
Bandari Maritime Academy**

Section 1 - Information to Applicants

1.0 Introduction

1.1 Bandari Maritime Academy (BMA) was established under legal Notice No 233 of 28th November 2018 in accordance with organization of the government of republic of Kenya. BMA is responsible for management of blue economy sector.

1.2 Suppliers are invited to apply to be pre-qualified for various categories for provision of Goods, The Bandari Maritime Academy (BMA) (BMA) will prequalify and enlist suppliers from among those who will have submitted applications, in accordance with the pre-qualification requirements.

1.3 The Pre-Qualification Document and the Applicants response thereof shall be the basis of pre-qualification. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.

1.4 BMA does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.

1.5 Applicants will be informed in writing of the results of their applications, immediately after completion of the process.

1.6 Applicants will meet all costs associated with preparation and submission of their applications.

1.7 It is BMA requirement that Applicants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this requirement, BMA:

a) Defines, 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 an officer of the Procuring Entity in the pre-qualification process; and
- (ii) **“Fraudulent practice”** means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of BMA, and includes collusive practices among Applicants (prior or after submission of the applications) designed to establish prices at artificial, non- competitive levels and to deprive BMA of the benefits of free and open competition.

(b) Will reject an application for pre-qualification if it determines that an Applicant has engaged in corrupt and fraudulent activities in competing for the contract in question and initiate debarment proceedings against the Applicant(s);

(c) Will declare an application ineligible, for pre-qualification if at any time it determines that the Applicant has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract;

(d) Will have the right to examine financial records relating to the performance of such services to determine capability;

(e) Will have the right to inspect the business premises of the Applicant.

1.8 Applicants shall furnish information as described in the prequalification document

2.0 Objective of the Assignment

The main objective of prequalifying suppliers is to have a standby list of suppliers for the year 2020/2021/2022 for provision of Goods, Services and Works for the operations of Bandari Maritime Academy (BMA) activities.

3.0 Clarifications

3.1 Applicants may request for clarification on the prequalification document up to **three (3) days** before the submission date. Any request for clarification must be sent in writing by mail to Bandari Maritime Academy (BMA) address. BMA will respond in writing by normal postal mail, or electronic mail to such requests and will send copies of the response to all known applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

4.0 Preparation of Pre-Qualification Documents

4.1 Applicants are requested to submit an application written in English language.

4.2 Applicants are expected to examine the documents comprising this Request for prequalification in detail. Material deficiencies in providing the information requested will result in rejection of the application.

4.3 Applicants are required to meet the qualification criteria stipulated in clause 7 of these Instructions to Applicants. Those who do not meet requirements need not submit applications. Only applicants who fulfill these requirements will be pre-qualified.

4.4 The pre-qualification documents shall not include any financial proposal information other than either audited accounts for the last two (2) years for firms that have been in operations for more than two years or Certified Management Accounts by a Certified Accountant or last six months Certified Bank Statements for businesses that have been in operation for less than two years.

4.5 Period of Validity

The request for pre-qualification must remain valid for not less than **120 days** from the date of submission and candidates shall be pre-qualified for a period of two years.

BMA will make the best effort to complete the evaluation and communicate within this period.

5.0 Submission, Receipt and Opening of Applications

5.1 The original pre-qualification Documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicant. Any such corrections must be initialed by the person who sign(s) the Pre- Qualification Document.

5.2 The pre-qualification documents should be prepared and submitted in **one original** and **one (1) copy** in a plain sealed envelope clearly marked:

“Prequalification.

NoFor.....

“Do Not Open Before, 22nd September, 2020 At 11.00am

Completed Pre-Qualification Documents should be deposited in the tender box provided at the academy or be addressed and posted to:

**Director/CEO,
P. O. Box 99469 - 80107
MOMBASA**

5.3 Deadline for Submission

The closing date and time for submission of the Pre-Qualification Document shall be **22nd September, 2020 at 11.00AM**

5.4 Late Applications

Any Pre-Qualification Document received after the deadline pursuant to clause 6.3 shall be rejected as a late application and shall not be considered.

5.5 Opening of Applications

5.5.1 A Committee of officials from BMA shall open the applications immediately after the closing time for submissions of the Pre-Qualification Documents’ in the presence of applicants’ representatives who choose to attend.

5.5.2 BMA will prepare a record of the Pre-Qualification Opening

6.0 Pre-Qualification Evaluation Criteria/ Preliminary/Mandatory Requirements

The applicant shall submit the following mandatory documents and/or information: -

- (i) Prequalification submission Form
- (ii) Duly completed, signed and stamped Declaration Form
- (ii) A copy of certificate of incorporation/registration
- (iii) Valid Tax Compliance Certificate
- (iv) Duly completed, signed and stamped Confidential Business Questionnaire
- (v) Treasury AGPO Certificate (where applicable) and

(vi) KATA/IATA certificate (where application)

7.0 General Requirements

- (a) BMA will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- (b) Pre-qualification will be based on meeting the minimum criteria.
- (c) The applicants must have registered offices and BMA reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.
- (d) BMA does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.
- (e) The applicant shall submit documents that are current and valid. All documents submitted as copies shall be certified as true copies of originals.

8.0 Confidentiality

- 8.1 Information relating to evaluation and recommendations concerning pre-qualification shall not be disclosed to the applicants until the pre-qualified firms have been advised accordingly.

Section 2 - Standard Forms

2.1 Pre-Qualification Submission Form

TO: Director/CEO
Bandari Maritime Academy
P. O. Box 99469-80107
Mombasa

Dear Sir/Madam,

1. Having examined the Pre-qualification documents including Addenda Nos.
The receipt of which is hereby duly acknowledged, we, the undersigned, do hereby submit our Pre-qualification document.

2. Our submission is binding to us for **120 days** and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

3. We understand you are not bound to accept any submission you may receive.

Dated this _____ day of _____ 20 _____

(Signature)

(in the capacity of]

Duly authorized to sign on behalf of _____

Tel. No. _____

Email _____

2.2 Declaration Form

I/We the undersigned state that the above information is correct and that I/We give BMA authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar’s office, Bankers etc

Signed

For and on behalf of

.....

In the capacity of

.....

Dated this day of2020

Company’s rubber Stamp

2.3 Confidential Business Questionnaire

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied 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 (a MUST) Plot No , (a MUST) Street/Road (a MUST) Postal address (MUST) Tel No(s) (a MUST) Fax Email (a MUST) Nature of Business Registration Certificate No. Maximum value of business which you can handle at any one time – Kshs. Name of your bankers Branch Note: (A MUST) is a requirement for every purpose of easy location and all communications.																				
Part 2 (a) – Sole Proprietor																				
Your name in Full.....Age.....Nationality.....Country of Origin..... Citizenship details..... Youth/Woman/Person with Disability (indicate)..... Citizen Contractor (Indicate).....																				
Part 2 (b) – Partnership																				
Given details of partners as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 30%;">Citizenship details</th> <th style="width: 30%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> Youth/Women/Persons with Disability (indicate)..... Citizen Contractors (Indicate).....	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																	
1.																	
2.																	
3.																	
4.																	
Part 2 (c) – Registered Company																				
Private or Public State the nominal and issued capital of company Nominal Kshs..... Issued Kshs..... Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 30%;">Citizenship details</th> <th style="width: 30%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.												
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1.																	

- 2.
- 3.
- 4.

Youth/Women/Persons with Disability (indicate).....

Citizen Contractors (Indicate).....

Date.....Signature of Candidate.....

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member]

_____ Date: _____
[Signature of authorized representative of the firm]

Full name of staff member: _____

Tel. No. _____

Full name of authorized representative: _____

2.4 References

Submit details of Organizations where you have undertaken similar services in the format given below.

No.	Contact Information Details	
1	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
2	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
3	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
4	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
5	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	E-mail address	

Ensure you have provided reference letters for ALL the above organizations, duly signed and stamped by the relevant officer and provide details of the assignments in the format provided in 2.7.

The reference letter MUST be on the organization's letterheads

2.5 Firm's References

Relevant Services Carried Out in the Last Three Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		Clients contact person for the assignment.
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:		No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Name and title of signatory;

Tel. No.

(May be amended as necessary)

2.6 Data Capture Sheet

No	Name of Firm	Physical address	Tel'	Tender No	Category applied for	Other Requirements as per tender No
1						
2						

NOTE: The prospective suppliers, providers and contractors shall submit their applications only to a maximum of two (2no.) categories only.