



**TENDER REF:  
PQ/SGL/GS/CONTRACTOR001/2019**

**PREQUALIFICATION:  
PROVISION OF TRAVEL  
AGENCIES SERVICES**

**Tender Ref No: PQ/SGL/GS/CONTRACTOR001/2019**

**Tender Name: PREQUALIFICATION: PROVISION OF TRAVEL AGENCIES SERVICES**

The Standard Group Plc comprises, **The Standard Newspapers, The Nairobi, KTN, KTN NEWS, Radio Maisha, Standard Digital and Think Outdoor Services.**

The Group intends to update its list of Travel Agencies hence invites applications from competent firms for pre-qualification.

Interested eligible applicants may obtain further information and Prequalification documents from The Standard Group PLC website **[www.standardmedia.co.ke/procurement](http://www.standardmedia.co.ke/procurement)**. Enquiries can be made to email address: **[procurement@standardmedia.co.ke](mailto:procurement@standardmedia.co.ke)**.

Completed documents should be submitted in a plain and sealed envelope.  
Clearly marked:-

**PQ/SGL/GS/CONTRACTOR001/2019: PREQUALIFICATION:PROVISION OF TRAVEL AGENCIES SERVICES**

Addressed to:-

**The Procurement Manager  
The Standard Group Plc  
P.O. Box 30080-00100  
Nairobi.**

Delivered to:-

Tender Box at the Main Gate Reception, Standard Group Center along Mombasa Road or be addressed and posted to **'The Procurement Manager, P. O. Box 30080-00100, Nairobi** to be received on or before **17.00hrs (5pm) Monday, 18<sup>th</sup> February 2019.**

Successful applicants will be contacted and notified of the outcome of the tender process within 30 days from closing date.

**PROCUREMENT MANAGER**

## **Instructions to Applicants**

- 1. Eligibility:** Prequalification is open to eligible applicants in contractor category “E” and above and who meet the set criteria as provided in enclosed documents. Contractors registered with Registrar of Companies under the Laws of Kenya are invited to submit their prequalification documents.
- 2. Cost of Tender:** This prequalification document is free of charge.
- 3. Preparation cost:** All costs involved in preparation and responding to the prequalification will be the responsibility of the candidate regardless of the outcome of the process.
- 4. Experience:**
  - (a) Prospective candidates shall have at least 3 years’ experience in the travel agency field as well as show competence, willingness and capacity to service the contract.
  - (b) Prospective supplier requires special experience and capability to mobilize on short notice.
- 5. Submission:**

The applicant is expected to examine all instructions and specification in the tender documents. Failure to furnish all information required or to submit a tender not substantially responsive in every respect will be at the applicants risk and may result in the rejection of the application. The Standard Group Plc reserves the right to wholly or partially reject or award this contract to any candidate and has no obligation to award the contract.
- 6. Clarification of Tender Documents:** An applicant making inquiries of the prequalification document may notify us via email [procurement@standardmedia.co.ke](mailto:procurement@standardmedia.co.ke). We will respond in writing to any request for clarification of prequalification documents which it receives not later than three (3) working days prior to the deadline for the submission.
- 7. Amendments to Documents:** At any time prior to the deadline for submission of applications, the Group, whether at its own initiative or in response to a clarification requested by a prospective candidate, may modify the prequalification documents by issuing an addendum amendment. The company may at its sole discretion extend the deadline for the submission based on the nature of the amendments.

- 8. Financial Condition:** The contractors' financial condition will be determined by latest audited accounts submitted with the prequalification documents as well as letters of reference from their bankers regarding the contractors' credit position. Potential contractors will be prequalified on the satisfactory information given.
- 9. Language of Tender:**  
All the information required for prequalification, as well as all correspondence, shall be written in English language. Any printed literature furnished may be written in another language provided they are accompanied by an accurate English translation. The translation will govern and will be used for interpreting the information
- 10. Evaluation:**  
Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.
- 11. Validity:** Applications shall remain valid for a period of 90 days. Those valid for a shorter period shall be rejected as non-responsive.
- 12. Litigation History:** Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution and a sworn statement by the applicant ensuring the accuracy of the information given.
- 13. Confidentiality:** Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced.
- 14. Deadline of Submission of Tenders:** Applications must be received at Tender Box, Main Gate Reception, Standard Group Center, along Mombasa Road not later than **17.00hrs (5pm) Monday, 18<sup>th</sup> February 2019**. They may also be posted to "The Procurement Manager, The Standard Group Plc, P. O. Box 30080-00100, Nairobi" to be received not later than date and time indicated.
- 15. References:** The Standard Group Plc reserves the right to verify the references and documents submitted prior to the expiry of the tender validity period.
- 16. Canvassing:** Any effort by an applicant to influence the processing of applications or approval decisions may result in the rejection of the applications

## Section 1: MANDATORY REQUIREMENTS

### A: MANDATORY REQUIREMENTS

No.	Requirements	Score
1.	Copy of Certificate of Company/business Registration	Mandatory
2.	Copy Taxpayer Registration Certificate	Mandatory
3.	Copy of Valid Tax Compliance Certificate	Mandatory
4.	Valid business Permit from County Government	Mandatory
5.	Evidence of physical registered office (Proven physical location with an attached copy of lease and address of firm, Single Business Permit from County Governments, Title deeds, copy of electricity bill or water bill).	Mandatory
6.	Evidence of membership with relevant regulatory authority/professional association	Mandatory
7.	Duly filled signed Confidential Business Questionnaire (see Section 4)	Mandatory

**Tenderers have to provide all the mandatory requirements to proceed for Technical Evaluation.**

## Section 2: TECHNICAL EVALUATION

### B: TECHNICAL EVALUATION

Item No.	Evaluation Criteria	Max Score	Score Awarded
1.	<b>Company Profile:</b> a) Certificate of company Registration b) Taxpayer Registration Certificate c) Tax Compliance Certificate d) Provide company profile showing names of Directors, management team and general structure of the company. (5 points each)	20	
2.	<b>Experience:</b> a) Attach five (5) copies of LPOs/LSOs/contract documents as evidence of doing similar/related business b) Provide recommendation letters from at least 5 reputable institutions/clients. c) List of counties company is based or can deploy to on short notice d) List of Structured cabling reference sites that the company has undertaken	10 10 10 5	
3.	<b>Financial Capacity:</b> a) Submit certified copy of the firms audited accounts for the last two (2) years.	10	
	b) A reference letter from applicant's bank regarding their credit position.	10	
4.	Proof of current membership in professional association	10	
5.	Litigation History	10	
6.	Well-arranged Tender document according to the format provided	5	
	<b>TOTAL SCORE</b>	100	

**The minimum score to qualify for prequalification shall be 70%. Applicants who will not meet this minimum score shall be disqualified at this stage.**

## Section 3: FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's audited accounts for the last two years.
- (2) Attach letters of reference from the bankers regarding supplier's credit position.
- (3) State Credit period (minimum proposed is 60 days)

**SECTION 4: STANDARD GROUP PLC- BUSINESS QUESTIONNAIRE**

(CONFIDENTIAL)

**DETAILS OF THE APPLICANT [FILL IN CAPITAL LETTERS]**

1. Name of Entity/ Business: .....

2. Physical Address: (Building, Street, (Floor, Door, Gate or House No)

.....  
.....

3. P.O. Box .....Code..... County/Town.....

Country.....

4. Website: ..... Email Address: .....

5. Telephone Details:

Landline:

1).....2).....

Mobile

1).....2)..... No.

7. PIN Registration Number (attach copy).....

6. VAT Registration Number (attach copy).....

**8. Contact Persons**

Designation	Surname	First Name/Middle Name	Phone Number	Email Address

9. Nature of Goods or Services provided:

.....

\*NB: The Standard Group Plc payment terms are 60 days from invoice date

10. Supplier invoice/transaction Currency: .....

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

**12. TYPE OF OWNERSHIP DETAILS [FILL IN CAPITAL LETTERS]**

(Select as applicable A, B or C)

**A. Sole Proprietorship**

Title: Mr/Ms.....Name in full.....

Identity Card No/Passport No.....Age.....

Nationality.....BY.....

.....

(Birth/Naturalization/Registration)

**B. Partnership Details**

No.	Names(Surname/First name/Middle name)	Nationality	ID/ Passport No.

**C. Registered Company**

State the Nominal and Issued Share Capital of the Company

Nominal Kshs..... Issued Kshs.....

**Directors' Details**

No.	Names (Surname/First name/Middle name)	ID/ Passport No.	% of Shareholding

**13. OVERVIEW OF THE ENTERPRISE**

<b>Type of Ownership</b> [Sole Proprietorship] [Partnership] [Limited Liability]	
<b>Number of Employees</b> [0-5] [6-25] [26-49] [50-99] [100-250]	
<b>Total Annual Sales (Turn Over in Kshs.)</b>	



Experience in the Sector in Years	
Name of insurance company that provides the liability risk for your activities?	

**14. BANK DETAILS**

\*NB: The Standard Group Plc payment to suppliers is via **EFT** or **RTGS** only.

Account Name: .....

Bank Name: .....

Branch: ..... Branch Code: 

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Account Number: 

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Swift CODE 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank Key: 

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**DECLARATION:**

**Suppliers are required to sign the declaration below:**

“The Company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procurements or ineligible on account of corruption or fraudulent practices. The items offered are not in breach of any patent rights or copyright laws whatsoever. Finally, the company has the necessary qualifications, capabilities, experience, resources, equipment and facilities to provide what is being pre-qualified”

**Name**.....

**Signature**:.....

**Position**.....

**Date**:.....

**Official Rubber Stamp**.....

## Section 5: LITIGATION HISTORY

Name of Applicant: \_\_\_\_\_

Suppliers/ Service providers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)</b>

**Section 6: SWORN STATEMENT FOR PRE-QUALIFICATION:  
PROVISION OF TRAVEL AGENCIES SERVICES**

The Standard Group Plc intends to update its register for Travel Agencies.

Having studied the pre-qualification 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 pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification evaluation.

**Date** .....

**Applicant's Name / Company's Name**

.....

**Represented by**

.....

**Signature& Stamp**

.....

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