



[WWW.SHINNINGHEARTSKENYA.COM](http://WWW.SHINNINGHEARTSKENYA.COM)

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**PRE-QUALIFICATION/REGISTRATION OF  
SUPPLIERS/CONTRACTORS FOR PROVISION OF GOODS,  
SERVICES AND WORKS FOR YEARS 2020 - 2022**

**CLOSING DATE: THURSDAY, MAY 21<sup>st</sup>, 2020**

**SECTION A**

Shinning Hearts Kenya Ltd is an online travel agency offering a wide range of personalized and tailor made; safaris/tours/mountain climbing ranging from sea, land, air and road as well as charity and mission safaris. We also offer budget 4x4 car hire services for both self- drive as well as chauffer driven. Our other services include; schools and groups camping, conferencing, team building among many. Kindly visit our website: [www.shinningheartskenya.com](http://www.shinningheartskenya.com) for more information. We are in the process of pre-qualifying suppliers of various goods and services for the financial year 2020-2022 from interested vendors for the supply of goods, works and services in various parts of the country depending with our itinerary and programs when need arises. Due to the threat posed by Covid-19, all documents will be sent online via [info@shinningheartskenya.com](mailto:info@shinningheartskenya.com) accompanied by a copy of a scanned banking slip of a non-refundable kes, 2, 000 for the contractors and kes, 1,000 for the suppliers per each application. Successful applicants will be notified via email and a copy of them will also be published online. Pre-qualification documents can be downloaded from our website: [www.shinningheartskenya.com](http://www.shinningheartskenya.com) after paying the kes, 2,000 or kes, 1,000 per category non-refundable pre-qualification fee through the given bank account.



**PART B.**

**CATEGORY A.**

**PROVISION OF SERVICES**

<b>SHK/PRE-QPS1/2020 - 2022</b>	<b>PRE-QUALIFICATION FOR PROVISION OF MOBILE INTERNET SERVICES</b>
<b>SHK/PRE-QPS2/2020 – 2022</b>	<b>PRE-QUALIFICATION FOR PROVISION OF TEAM BUILDING SERVICES</b>
<b>SHK/PRE-QPS3/2020-2022</b>	<b>PRE-QUALIFICATION FOR PROVISION OF TRAVEL INSURANCE COVER</b>
<b>SHK/PR-QPS4/ 2020 - 2022</b>	<b>PRE-QUALIFICATION FOR PROVISION OF PERSONAL ACCIDENT INSURANCE COVER</b>
<b>SHK/PR-QPS5/ 2020 - 2022</b>	<b>PRE-QUALIFICATION FOR PROVISION OF CONFERENCE FACILITIES / SERVICES</b>
<b>SHK/PR-QPS6/ 2020 - 2022</b>	<b>PRE-QUALIFICATION FOR PROVISION OF HOTEL ACCOMMODATION SERVICES</b>

**CATEGORY B**

**SUPPLY OF GOODS AND SERVICES**

<b>SHK/PRE-QSGS1/2020 - 2022</b>	<b>PRE-QUALIFICATION FOR SUPPLY OF CYCLING GEARS ON RENTAL BASIS</b>
<b>SHK/PRE-QSGS2/ 2020-2022</b>	<b>PRE-QUALIFICATION FOR SUPPLY OF WOODEN CLASSROOM DESKS</b>
<b>SHK/PRE-QSGS3/2020 -2022</b>	<b>PRE-QUALIFICATION FOR SUPPLY OF LIBRARY SEATS</b>
<b>SHK/PRE-QSGS4/2020 – 2022</b>	<b>PRE-QUALIFICATION FOR SUPPLY OF WHEELED GARBAGEBINS</b>
<b>SHK/PRE-QSGS5/2020-2022</b>	<b>PRE-QUALIFICATION FOR SUPPLY OF HB PENCILS</b>
<b>SHK/PRE-QSGS6/2020-2022</b>	<b>PRE-QUALIFICATION FOR SUPPLY OF EXERCISE BOOKS – 96 PAGES (BOTH RULED &amp; SQUARED)</b>

<b>SHK/PRE-QSGS7/2020-2022</b>	<b>PRE-QUALIFICATION FOR SUPPLY OF ASSORTED MANILA PAPERS, MARKER PENS, CHALKS, MASKING TAPES</b>
<b>SHK/PRE-QSGS8/2020-2022</b>	<b>PRE-QUALIFICATION FOR SUPPLY OF BRANDED MINERAL WATERS- 500 ML &amp; 1 LITRE, 10 &amp; 20 LITRE</b>
<b>SHK/PRE-QSGS9/2020-2022</b>	<b>PRE-QUALIFICATION FOR SUPPLY OF CHARITY NON-FOOD ITEMS: BLANKETS, MATTRESSES, SHEETS, UTENSILS</b>
<b>SHK/PRE-QSGS10/2020-2022</b>	<b>PRE-QUALIFICATION FOR SUPPLY OF CHARITY FOOD ITEMS</b>
<b>CATEGORY C</b>	
<b>PROVISION OF WORKS</b>	
<b>SHK/PRE-QPW1/2020-2022</b>	<b>PRE-QUALIFICATION FOR CONSTRUCTION OF FLUSHING TOILETS</b>
<b>SHK/PRE-QPW2/2020-2022</b>	<b>PRE-QUALIFICATION FOR CONSTRUCTION OF A 30 SEATING COMMUNITY LIBRARY – STONE WALLED</b>
<b>SHK/PRE-QPW3/2020-2022</b>	<b>PRE-QUALIFICATION FOR CONSTRUCTION OF A 30 SEATING CLASSROOM – STONE WALLED</b>

*Note:* This is a Tender for prequalification of Suppliers and not for supply of goods/services.

Only short listed suppliers/ service providers will be contacted to give competitive quotations.

Payments for the non-refundable pre-qualification fee should be made through the bank account as follows:

**AC: NO: 01192568458200 - COOPERATIVE BANK KARATINA BRANCH.**

Candidates will then attach a scanned copy of the banking slip and send via email: [info@shinningheartskenia.com](mailto:info@shinningheartskenia.com).



The completed pre-qualification documents clearly indicating tender number and category should be sent to the same email address with the cover page clearly labeled as below:

***PRE-QUALIFICATION OF SUPPLIERS 2020-2022:***

***CATEGORY DESCRIPTION... (e.g. Category A, SHK/PRE-QPS1/2020 – 2022, addressed to the: Shinning Hearts Kenya Ltd on or before May 21, 2020 latest by 2:PM.***

Shinning Hearts Kenya Ltd reserves the right to accept or reject any or all bids and is not bound to give any reasons for its decision

**PRE-QUALIFICATION INSTRUCTIONS**

**a. Introduction**

Shinning Hearts Kenya Ltd referred to as the “Company” would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Shinning Hearts Kenya Ltd to be pre-qualified to perform the contract of supply and delivery or provision of goods and services to the Company.

**b. Pre-qualification Objective**

The main objective is to identify suitable and competitive vendors to supply and deliver assorted items and also provide services under relevant tenders/quotations to Shinning Hearts Kenya Ltd as and when needed during the stated period.

### **c. Invitation of Pre-qualification**

Prospective suppliers are required to supply mandatory information for prequalification.

### **d. Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Travel Agencies/Corporation/ NGOs/ institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **e. Pre-qualification Document**

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any candidate who does not meet all the relevant mandatory requirements will be disqualified

### **f. Distribution of Pre-qualification Documents**

A copy of the completed pre-qualification data and other requested information shall be submitted online to reach: **Shinning Hearts Kenya Ltd**

**Not later than THURSDAY, May 21, 2020, at 2: PM.**

### **g. Additional Information**

Shinning Hearts Kenya Ltd reserves the right to request submission of additional information from prospective candidates.

### **h. Request for quotations**

Request for quotations will be made available only to those vendors whose qualifications are accepted by **Shinning Hearts Kenya Ltd** after the completion of the pre – qualification process.

**i. Contract Price**

The quoted prices should be inclusive of all delivery charges and valid for 60 days.

**j. Payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement for those who pass the pre-qualification process.

**g. Ethics / Transparency**

**Shinning Hearts Kenya** will reject and declare ineligible an application for pre-qualification if it determines that an application has engaged in corrupt or fraudulent activities in competing for the contract in question.



## PRE - QUALIFICATION OF SUPPLIERS / CONTRACTORS 2020/2022.

### PRE-QUALIFICATION INSTRUCTIONS

#### Pre-Qualification Data Forms

1. All required fields must be completed by prospective suppliers/contractors who wish to be pre-qualified.
2. The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered.

#### Qualification

1. It is understood and agreed by the applicant that the pre-qualification data on prospective bidders is to be used by **Shinning Hearts Kenya** 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.
2. Prospective vendors will only be considered qualified if in the judgment of **Shinning Hearts Kenya** they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.
3. Prospective vendors shall have at least 1 year experience in the supply of goods, services and allied items they are applying to be pre-qualified on.
4. Prospective suppliers must demonstrate special experience and capability to organize supply and delivery of items, or services at short notice possible.

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in the attachments. ( at least from three referees- attach copy of LPO/LSO/Contract)

The firm applying for pre-qualification must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

5. The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate.

8. Any effort by the supplier to influence **Shinning Hearts Kenya** in the pre-qualification process, tender evaluation, and tender comparison or contract award decisions may result in the rejection of the tenderers' application.





**Mandatory Requirements:**

1. Copy of Certificate of Registration/Incorporation of Business Name.
2. Copy of PIN Certificate of firm/company/individual from K.R.A.
4. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority
5. Copy of valid Trade License/ Current business license
6. Copy of Registration certificate as a contractor by Ministry of Roads and Public Works and other relevant authorities for all civil/ works contractors
7. Copy of Letter of recommendation from 3 previous organizations served with similar works
9. Copy of Memorandum of Understanding or Articles of Association
11. Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/IRA, CAK,

**NB:** A copy of the original banking slip of the pre-qualification fee paid must be attached together with these documents.



**SHINNING HEARTS KENYA LTD PRE-QUALIFICATION OF SUPPLIERS/SERVICE PROVIDERS / CONTRACTORS 2020/2022**

I/We ..... hereby apply for pre-qualification as supplier(s)/service providers/contractors

(Name of Company/Firm) of .....

(Item Description) .....

(Category No.) .....

Post Office Address.....

Town / City.....

Street .....Building.....

Floor No. .... Door No. ....

Telephone Nos. ....

Email address .....

Full Name of applicant .....



**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are advised that giving false information on this form will lead to dis-qualification.

A: General Business Name .....

Location of business premises.....

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

Postal Address.....Tel. No.....

Email address: .....

Nature of business.....

Current Trade License. No.....Expiring date.....

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

Name of your bank.....Branch.....

Bank Currency.....

**B: Partnership**

Given details of partners as follows:

NO	NAME	NATIONALITY	NO. OF SHARES



SHINNING HEARTS KENYA LTD PRE-QUALIFICATION OF SUPPLIERS/CONTRACTORS 2020/2022

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:-

Name Nationality Citizenship Details Shares

NO.	NAME	NATIONALITY	NO.OF SHARES
1			
2			
3			

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



PRE-QUALIFICATION OF SUPPLIERS/CONTRACTORS 2020/2022

PAST EXPERIENCE

NAMES OF PREVIOUS CLIENTS IN THE LAST ONE YEAR

- i) Name of Client .....
- ii) Address of Client .....
- iii) Name of Contact Person at the client .....
- iv) Telephone number of Client .....
- vi) Duration of contract.....

**2. Name of 2nd Client**

- i) Name of Client.....
- ii) Address of Client .....
- iii) Name of Contact Person at the client.....
- iv) Telephone number of Client .....
- vi) Duration of Contract.....

**3. Name of 3rd Client**

- i) Name of Client .....
- ii) Address of Client.....
- iii) Name of Contact Person at the client.....
- iv) Telephone number of Client .....
- vi) Duration of Contract.....

**4. Others .....**



PRE-QUALIFICATION OF SUPPLIERS/CONTRACTORS 2020/2022

SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I.....hereby state:

- a. The information furnished in my / our application is accurate to the best of my / our knowledge.
- b. That in case of being pre-qualified successfully 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 prequalification evaluation exercise.

Applicant's Name: .....

Position: .....

Signature: ..... Date: .....

Company Seal / Stamp

Witnessed by:

Name: .....

Position: .....

Signature: ..... Date: .....

Company Seal / Stamp