



**PREQUALIFICATION OF SUPPLIERS FOR
SUPPLY/PROVISION OF GOODS AND SERVICES FOR
THE PERIOD BETWEEN NOV 2020 to OCT 2022**

CATEGORY APPLIED FOR:

TABLE OF CONTENTS

1.0: INTRODUCTION.....	4
1.1 Background	4
2.0: CATEGORIES OF GOODS AND SERVICES.....	4
3.0 PREQUALIFICATION INSTRUCTIONS.....	6
3.1 INTRODUCTION	6
3.2 PRE-QUALIFICATION OBJECTIVE	6
3.3 LANGUAGE.....	6
3.4 EXPERIENCE	6
3.5 TERMS AND CONDITION - APPENDIX 2.....	6
3.6 ELIGIBLE FIRMS.....	6
3.7 SUBMISSION AND DEADLINE OF PRE-QUALIFICATION DOCUMENTS.....	6
3.8 QUESTIONS ARISING FROM PRE-QUALIFICATION DOCUMENTS.....	7
3.9 ADDITIONAL INFORMATION.....	7
3.10 INVITATION TO TENDER/QUOTATION	7
3.11 NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL FIRMS.....	7
<u>4.0 PRE-QUALIFICATION GUIDELINES/REGULATIONS AND CRITERIA.....</u>	<u>7</u>
4.1 INCOMPLETE APPLICATION	7
4.2 THE PRE-QUALIFICATION DATA.....	7
4.3 QUALIFICATION REQUIREMENTS.....	8
4.4 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION	8
4.4.4 WITHDRAWAL OF PRE-QUALIFICATION	8

4.5 PRE-QUALIFICATION CRITERIA.....	8
(Please check for further instructions on specialized categories)	8
GENERAL INFORMATION (2 Marks).....	9
FINANCIAL POSITION – (10 marks).....	10
PAST EXPERIENCE- 30 M.....	10
CONFIDENTIAL DATA	11
LITIGATION HISTORY-.....	11
BANK DETAILS -	12
APPENDIX 1 - Declaration	13
APPENDIX 2 - TERMS AND CONDITIONS OF CONTRACT.	14

1.0: INTRODUCTION

1.1 Background

The African Academy of Sciences (The AAS) is a non-aligned, non-political, not-for-profit pan African organisation whose vision is to see transformed lives on the African continent through science. The AAS's tripartite mandate is **recognising excellence** through the AAS' highly prestigious fellowship, Affiliates and award schemes, **providing advisory and think tank functions** for shaping Africa's Science, Technology and Innovation (STI) strategies and policies and **implementing key Science, Technology and Innovation programmes** addressing Africa's developmental challenges.

Vision:

Transformed lives through science.

Mission:

Leverage resources through research excellence and thought leadership for sustainable development.

2.0: CATEGORIES OF GOODS AND SERVICES

The categories of goods and services to be pre-qualified are indicated below:

A) SUPPLY OF GOODS	
Ref No.	Item Description
AAS/ 01/2020	Provision of Printing and Publishing
AAS/ 02/2020	Supply, Repair and Maintenance of Computer Hardware (Lenovo, Dell, Apple and Microsoft) and Software (MORE DETAILS ATTACHED)
AAS/ 03/2020	Branding and promotional Material
AAS/ 04/2020	Provision of Office Cleaning, Fumigation and Pest Control Services-
AAS/ 05/2020	Provision of Legal Services (RFP ATTACHED)
AAS/ 08/2020	Provision of General office renovation and / repair
AAS/ 09/2020	Provision of Internet Services (MORE DETAILS ATTACHED)
AAS/ 10/2020	Supply, Installation and Maintenance of Enterprise grade uninterrupted power Supply (UPS) and repair of Generators
AAS/ 11/2020	Provision of Catering Services

AAS/ 12/2020	Provision of Language Translation Services for Technical Documents- (RFP ATTACHED)
AAS/ 13/2020	Provision of advertisement services for Recruitment of staff
AAS/ 14/2020	Provision of Graphic Design Services
AAS/ 15/2020	Provision of Communication and PR services (includes training i.e. media training)- (RFP ATTACHED)
AAS/16/2020	Provision of Videography (includes but not limited to documentaries) and Photography Services
AAS/17/2020	Provision of Videography and Photography Equipment's and Accessories
AAS/18/2020	Provision of HR related training (please specify your area of specialization)
AAS/19/2020	Supply, Installation and Maintenance of Data Center equipment Servers, Firewalls, Switches and Routers (MORE DETAILS ATTACHED)
AAS/20/2020	Supply, Installation and Maintenance of CCTV Surveillance System and Access Controls (MORE DETAILS ATTACHED)
AAS/21/2020	Supply of Structured cabling and Networking Services
AAS/22/2020	Supply, Installation and Maintenance of Audiovisual Systems (Video conferencing equipment, boardroom hardware's and software solutions.) -MORE DETAILS ATTACHED
AAS/23/2020	Provision of Managed Print Services (MORE DETAILS ATTACHED)
AAS/24/2020	Provision of Digital marketing Services (includes training i.e. digital, marketing etc)

The downloaded pre-qualification document should be duly completed as per the instructions and Submitted to the AAS through the Procurement email below:

procurement@aasciences.africa

To be received on or before Friday 31st July 2020 at 5.00 PM

3.0 PREQUALIFICATION INSTRUCTIONS

3.1 INTRODUCTION

The AAS Nairobi hereinafter referred to as “Procuring entity” intends to pre-qualify firms for the supply and delivery of goods and services.

Prequalification is open to eligible firms/ Individuals as indicated in the instructions.

3.2 PRE-QUALIFICATION OBJECTIVE

The main objectives of this part are to qualify firms to supply goods and services under the relevant tenders/quotations and Proposals as and when required during the period ending 31st October 2022

3.3 LANGUAGE

All the information requested for pre- qualification shall be provided in the English language.

3.4 EXPERIENCE

Prospective firms must have carried out successful supply and delivery of similar goods/services to institutions of similar size and complexity.

3.5 TERMS AND CONDITION - APPENDIX 2.

Eligible and interested firms shall be required to read and be willing to abide to the AAS purchase order terms and condition indicated in appendix

3.6 ELIGIBLE FIRMS

The procuring entity’s employees and their relative (spouse and children) are not eligible to participate in the pre-qualification process.

3.7 SUBMISSION AND DEADLINE OF PRE-QUALIFICATION DOCUMENTS

A copy of application for prequalification containing all the requirements shall be submitted to procurement@aasciences.africa clearly marked with the category reference.

N/B: PLEASE ENCRYPT YOUR TENDER DOCUMENTS AND SHARE THE PASSWORD ON 3rd AUGUST 2020 UNLESS OTHERWISE ADVISED. PLEASE NOTE ANY TENDER WHICH SHALL NOT BE ENCRYPTED WITH A PASSWORD SHALL NOT BE CONSIDERED.

3.8 QUESTIONS ARISING FROM PRE-QUALIFICATION DOCUMENTS

Questions and clarification that may arise from the Pre-qualification documents should be sent to the email address below on or before **17th July 2020.** Responses to the questions and Clarifications shall be uploaded in the AAS website on **20th July 2020.**

procurement@aasciences.africa

3.9 ADDITIONAL INFORMATION

AAS reserves the right to request the submission of additional information from prospective firms.

3.10 INVITATION TO TENDER/QUOTATION

Bidding documents (Tender/Quotation) will be made available only to those bidders whose pre-qualification documents are accepted by the AAS **after** the completion of the pre-qualification process.

3.11 NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL FIRMS

All bidders shall be notified of pre-qualification outcome in writing.

4.0 PRE-QUALIFICATION GUIDELINES/REGULATIONS AND CRITERIA

4.1 INCOMPLETE APPLICATION

THE APPLICATION FORMS WHICH ARE NOT FILLED AND DULY STAMPED AND SUBMITTED IN THE PRESCRIBED MANNER WILL NOT BE CONSIDERED.

4.2 THE PRE-QUALIFICATION DATA

It is understood and agreed that the pre-qualification data of the prospective firms is to be used by **AAS** in selection of prospective firm to perform in respect categories as described by the client.

4.3 QUALIFICATION REQUIREMENTS

Prospective firms will not be considered qualified unless in the judgment of AAS they possess the capability, experience, qualified personnel, available and sustainable equipment and net current assets or working capital enough to satisfactorily execute the contract for goods/services.

4.4 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

4.4.1 EXPERIENCE

(a) The prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items. Past performance will be shown by way of attaching relevant LPO, Completion certificates and letters of references. Firms should further specify the area of specializations

(b) Prospective suppliers should have special experience and capability to organize, supply and deliver items or services at short notice.

4.4.2 FINANCIAL CONDITION

The supplier's financial condition will be determined by latest audited financial statements submitted with the pre-qualification documents as well as bank statement for the last three months. Reference letters from the bank should also be provided. Potential suppliers/firms will be pre-qualified on the satisfactory information given.

4.4.3 Declaration – APPENDIX 1

Application **MUST** include a declaration Appendix 1 certifying the accuracy for the information given.

4.4.4 WITHDRAWAL OF PRE-QUALIFICATION

AAS has the right to reject the tender from a pre-qualified firm, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the AAS could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

4.5 PRE-QUALIFICATION CRITERIA

(Please check for further instructions on specialized categories)

Stage 1: Mandatory Requirements

		Documents Submitted (Yes/No)	
1	Company Profile		
2	Certificate of Incorporation/Registration		
3	Copy of current Trade License		
4	Pin/ Tax Compliance certificate		

5	Financial Condition - Submission of either Audited A/Cs or Bank Statement, or letter from the bank		
6	Application Form Filled, signed/Stamped & Submitted in prescribed manner - Clause 4.1 of prequalification tender doc		
7	Declaration / Sworn Statement - duly filled, signed & stamped - Appendix 1 -		
8	Membership to professional bodies (where applicable)		

N/B: ONLY BIDDERS WHO WILL HAVE PROVIDED ALL THE ABOVE DOCUMENTS WILL BE CONSIDERED FOR TECHNICAL EVALUATION

Stage 2: Technical Review

No.	Information Required	Point Score
1	General Information fully provided	2
2	Relevant Company Profile	8
3	Number of staff employed	20
4	Financial position-Positive audited Accounts/Bank statements	10
5	Experience	30
Total		70

N/B: ONLY BIDDERS WHO WILL EMERGE TOP FIVE BASED ON AGREED PASS MARK WILL BE CONSIDERED FOR STAGE 3

Stage 3: Due Diligence

(This stage shall involve site visit, Reference check and Sample testing where applicable)

GENERAL INFORMATION

(2 Marks)

Category Applied for.....

Business Name of the firm

Legal name of firm if different from business name

Year of incorporation/Registration.....

Post office Address

Email Address

City

Country.....

Telephone No.Mobile.....

Contact personnel.....

Email address

Organization Structure

Management personnel:

MD

Directors

General Manager

Number of staff employed-(Relevant skills were applicable)
20marks

FINANCIAL POSITION – (10 marks)

All firms must provide (Tick appropriate box):

A. Audited financial statement (Year 2019).

No Yes

B. Provide copy of the company’s bank statement for the last 3 months

No Yes

PAST EXPERIENCE- 30 M

a) Provide a list of 5 current clients/customers that you have transacted business with and value (for the past 5 years) 20 Marks

	Client 1	Client 2	Client 3
Name of client (organization)			
Address of client (organization)			

Name of contact person at the client (Organization)			
Telephone/Email address of the client			
Value of contract			
Duration & time of the contract			

	Client 4	Client 5	
Name of client (organization)			
Address of client (organization)			
Name of contact person at the client (Organization)			
Telephone/Email address of the client			
Value of contract			
Duration & time of the contract			

b) Others 10 M.

At least 5 Copies of work orders, completion certificate or other documents in support of work done.

CONFIDENTIAL DATA

You must provide details requested. Please note that providing false information shall lead to disqualification.

LITIGATION HISTORY-

Does the company have any litigation (Tick appropriate box)?

- Yes (give details below) No

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last four years. A separate sheet should be used for each partner of a joint venture.

Year	Award for or against applicant	Name of client, cause of litigation, and matter dispute	Disputed amount

BANK DETAILS -

For payments by electronic funds transfer (bank wire transfer), provide the following information:

BANK NAME.....

BRANCH NAME

BANK ADDRESS

BRANCH CODE.....

SWIFTCODE (USD)

ACCOUNT NAME

APPENDIX 1 - Declaration

(Failure to provide this information shall lead to disqualification from the exercise)

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

- Have read and understood the terms and condition for AAS
- Have not been debarred from participating in procurement by anybody, institution or person.
- That in case of being qualified we acknowledge that this grants me/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.
- If the legal, technical, financial conditions or the contractual capacity of the firm changes when the call for Tenders/Quotations is issued, we commit ourselves to inform you and acknowledge your right to review the tender made.
- We enclose all the required documents and information required for the prequalification evaluation.
- That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.

- That I/ We are 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.
- We are not associated with any other Tenderer participating in this Tender.

- That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

Date

Applicant's Name

Represented by

Signature

Designation

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

APPENDIX 2 - TERMS AND CONDITIONS OF CONTRACT.

- a) **ORDER.** Purchase Order ("Order") is an offer to purchase the Goods described herein from Vendor. AAS placement of this Order with Vendor is expressly conditioned on Vendor's acceptance of all of the terms contained in this Order, this Order shall not be filled at prices higher than stated in this Order or for different quantities. Any additional or different terms or conditions in any communication from Vendor are expressly objected to and are not effective or binding unless AAS agrees in writing, and no such additional or different terms are part of a contract between AAS and Vendor even if AAS accepts Goods under this Order. Any objection by Vendor to the terms hereof shall be ineffective and is deemed waived by Vendor when Vendor accepts this Order. The Order Number above shall be shown on all documents.
- b) **PRICE.** The prices stated in this Order are complete and Vendor shall not make any alteration of any kind. Vendor warrants that the prices to be charged for Goods are competitive with prevailing market rates and do not exceed prices charged to other customers for a similar quantity and quality of Goods.
- c) **QUALITY.** Vendor warrants the Goods are (a) free of all deficiencies and for the period of one (1) year from the date AAS accepts the Goods, (b) do not infringe the rights of any third parties. the Goods delivered must be of the best quality as recognized by the market and conforming to or exceeding all specifications provided.
- d) **Ethical CONDUCT.** Vendor and its employees shall maintain and comply with a written code of conduct that prohibits giving anything of value, directly or indirectly, to any person or entity, in the form of a bribe or kickback;
- e) **DELIVERY.** delivery of Goods shall be strictly in accordance with this Order. Delays in shipment or otherwise shall be reported immediately to AAS. Partial deliveries may not be accepted and the supplier is required to inform AAS of partial deliveries in advance.
- f) **INSPECTION AND ACCEPTANCE.** All Goods shall be subject to AAS inspection and test before acceptance. AAS may reject subject to Goods not conforming to this Order or other applicable specifications, drawings, samples, or descriptions.
- g) **NON-CONFORMING /DEFECTIVE WORK.** If any Goods are defective in material or workmanship or otherwise do not conform to this Order, AAS may: (a) require Vendor to repair or replace at Vendor's cost any such nonconforming Goods; (b) require Vendor to refund the price of any such Goods; or (c) elect to retain and correct any such Goods with an appropriate price reduction to offset AAS's costs of making correction(s).
- h) **PAYMENT TERMS.** Invoices shall be provided to AAS Finance Department and the payment shall be as specified in this Order, including pursuant to any discount terms; if no time of payment is indicated, payment shall be made within thirty (30) days after AAS accepts the Goods and works.
- i) **CANCELLATION AND DEFAULT.** In addition, AAS may cancel this Order, in whole or in part, at any time by written notice to Vendor, due to any of the following circumstances: (a) failure to deliver as specified herein; (b) in AAS's good judgment, Vendor failed to perform, or jeopardized performance of, this Order in compliance with its terms, (c) Vendor becomes insolvent, or has bankruptcy. On Receiving termination notice, the Vendor shall discontinue all work, cancel any sub-orders and terminate any subcontracts relating to this Order and full and complete settlement of all Vendor's claims shall be made as follows: a) Vendor shall be paid full compensation for Goods conforming to this Order and materials relating thereto approved by AAS

- j) **CONTRACT CHANGES.** AAS may make changes or amendments to this Order, but no such change or amendment will be allowed without the written authorization of AAS
- k) **AAS Name and Trademarks.** The Vendor shall not use the AAS name or trademarks publicly or publicly disclose information relating to the Order without AAS's prior written consent.
- l) **COMPLIANCE WITH LAWS.** Vendor shall comply with all laws, regulations, and orders applicable to its performance hereunder.
- m) **Sub-contracting.** Vendor shall not subcontract this Order or any of its obligations hereunder, without the prior written consent of AAS.
- n) **DISPUTES.** To the extent permitted by law, the arbitrator's decision shall be final and binding and may be entered in any court having competent jurisdiction.