



# **GUIDELINES FOR PRE-QUALIFICATION OF SUPPLIERS**

**TENDER NO. PACIS/PQ/2021-2022**

**PACIS INSURANCE COMPANY LTD  
P. O. BOX 1870-00200 NAIROBI  
[info@paciskenya.com](mailto:info@paciskenya.com)**

Visit PACIS Website: [www.pacisinsurance.com](http://www.pacisinsurance.com) for more tender notices and other information.

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**SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE**

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**THIS PREQUALIFICATION QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SUPPLIERS WHO WISH TO PROVIDE GOODS OR SERVICES TO PACIS INSURANCE COMPANY. THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF PACIS**

Company Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Tel/Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**All applicants must indicate the details below:**

**Category applied for** \_\_\_\_\_

**Item code** \_\_\_\_\_

**Item Description** \_\_\_\_\_

**SUBJECT: PRE-QUALIFICATION OF SUPPLIERS**

- 1. Pacis insurance Company invites you to submit sealed applications for Prequalification of suppliers for the financial year 2021-2022**
- 2. Interested eligible candidates may obtain further information from the Head Office premises and inspect the tender documents at:**

**Pacis insurance Company**  
**Head office Pacis Centre, 4<sup>th</sup> Floor.**  
**Waiyaki Way, Westlands, Nairobi.**  
**Tel. +254 730677000 / +254 204247000**  
**E-mail: [info@paciskenya.com](mailto:info@paciskenya.com)**

- 3. To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following documents: -**
  - a. License of trade and certificate of business registration**
  - b. A declaration or certificate that the candidates have fulfilled the obligation to pay taxes- Tax Compliance certificate**
  - c. An abstract of the candidate's accounts accompanied by a certificate by a certified Auditor for the years 2018 and 2019.**
- 4. The bidders MUST comply with all the instructions, terms and conditions and particularly ensure that all the forms required are properly completed and submitted to the**

**HR & Administration Office**  
**Pacis insurance Company**  
**P. O. BOX 1870-00200 Nairobi.**

**and should be sent to [procurement@paciskenya.com](mailto:procurement@paciskenya.com) not later than 12.00 noon on Monday, 21 st December 2020.**

- 5. The Tender closes on 21<sup>st</sup> December 2020 and will be opened immediately thereafter in the presence of candidates' representatives who choose to attend at the offices of Pacis insurance Company Boardroom.**
- 6. This set of guidelines for pre-qualification is obtainable upon payment of a non-refundable fee of Ksh.2,000 (Two thousand shillings only) for each category to our cash office between 9.00 A.M and 4.P.M during working days. Bidders can remit the non-refundable fee of Kshs. 2000 per category through our Safaricom PayBill No: 504700 and use the category REFERENCE NO: e.g., PACIS/PQ/31/2021-2022 as the Account Number.**
- 7. This pre-qualification does not amount to any contractual obligation on the part of PACIS, and PACIS is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.**

**8.** Pacis insurance Company has the right to invite Open Tenders for goods, works or services in any of the categories as and when required in line with the company's own guidelines.

**9.** PACIS reserves the right to authenticate information provided herein without reverting to the participant.

**10.** Pacis insurance Company reserves the right to accept or reject any tender without assigning any reasons for the decision.

## GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.

1. Responses to the pre-qualification questionnaire must be in accordance with the requirements for information in the document.
2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
4. **Submission of tenders:** The application for prequalification should be submitted in sealed envelopes properly labeled with the **Item category, the item code** and the **item description** as applied for.
5. In selection of suppliers, PACIS will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works.

Registered service providers, contractors, manufactures, as well as retailers and dealers are encouraged to apply within the lines of their registered business.

6. The document should be signed by the authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant may wish to be considered.
7. It is a condition that participants **must** have complied with all statutory requirements regarding registration for VAT and remission of the required Taxes.

**PART 1**

OFFICIAL RECEIPT NO. (MANDATORY PER CATEGORY) \_\_\_\_\_

**GENERAL AND COMPANY INFORMATION**

**(A) COMPANY PROFILE**

1. Company Name \_\_\_\_\_

2. Trading Name (if different from above) \_\_\_\_\_

3. Legal status (partnership/sole proprietor/Ltd. Company) \_\_\_\_\_

4. a) Company registration certificate No. \_\_\_\_\_ (attach copy)

b) Certification by regulatory bodies (eg KPLC, Ministry of public works etc) (Attach copies )

5. Nature of business licensed to operate \_\_\_\_\_

6. Current trade-license No. \_\_\_\_\_ Expiring Date \_\_\_\_\_ (attach copy)

7. (a) VAT No. \_\_\_\_\_ (Attach copy)

(b) Tax compliance certificate (attach copy)

9. Contact Person: Name \_\_\_\_\_

Title \_\_\_\_\_

Contact Email Address:

Tel .No. \_\_\_\_\_

\_\_\_\_\_

10. Postal Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Fax: \_\_\_\_\_

Physical location \_\_\_\_\_

E-mail address \_\_\_\_\_

Website \_\_\_\_\_

11. Names of Directors and their nationality:

Names of partners/shareholders	Nationality/Citizenship	Percentage of shares
1.		
2.		
3.		
4.		
5.		

12. Name of Bank: \_\_\_\_\_

Branch: \_\_\_\_\_  
(Attach reference from bank)

Account No. \_\_\_\_\_

13. Insurers \_\_\_\_\_  
(Attach reference from insurance company)

**(B) ELIGIBILITY**

14. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?

\_\_\_\_\_ If yes, when \_\_\_\_\_ (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)

15. Have you fulfilled your obligations to pay taxes and social security contributions for the last three years? \_\_\_\_\_

16. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes\_ \_\_\_\_\_  
\_\_\_\_\_ No. \_\_\_\_\_

17. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever? \_\_\_\_\_

**(C) CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES**

18. What products/services to do you want to be considered to supply?  
\_\_\_\_\_

(Indicate relevant category and product code)

19. How many employees do you have? \_\_\_\_\_  
How many are permanent? \_\_\_\_\_ How many are temporary? \_\_\_\_\_

20. Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)

21. Provide details of your key personnel and attach their CV'S (Use a separate sheet of paper)

22. What is the country of origin for goods or services? \_\_\_\_\_

23. Are you a manufacturer/wholesaler/retailer/other (please specify)



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24. If a manufacturer or service organization, are your products certified by Kenya Bureau of standards or are you affiliated to a recognized accrediting body?

Yes/No? \_\_\_\_\_

(Attach documentary evidence of certification)

25. If you are not a manufacturer, are you an authorized dealer? Yes \_\_\_ No \_\_\_\_\_  
(attach manufacturers authorization)

26. Who are your 5 major corporate clients for the past 2yrs. State:

a) Clients name

b) Product service provided

c) Value of goods, works or service

d) Value of business per

e) Month

f) Contact person and Contact person TEL.

Note. (Attach on a separate sheet)

27. To what extent is your firm **e-enabled** with your suppliers and clients and how do you intend to carry out business with PACIS?

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28. What is your average response time to a request for quotation/RFP

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29. What is your average response time to delivery of goods /services after issuance of LPO?

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30. What is the maximum value of business, which you can handle at any one time? Ksh. \_\_\_\_\_

31. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by Pacis Insurance Company? Yes \_\_\_\_\_ No \_\_\_\_\_

**(D) PAST AND CURRENT PERFORMANCE AND EXPERIENCE**

- a. Is this firm or its directors in any way associated with any other firm that is currently conducting business with or have applied to be considered for prequalification or any other tender in Pacis Insurance Company? \_\_\_\_\_

If yes, please provide the name(s) of those firm(s), their address, their nature of business and indicate the relationship with the company making this application. (Attach details)

- b. Is the firm making this application currently or in previous periods been contracted to supply goods or services to Pacis Insurance Company?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes indicate hereunder the financial year, the goods or services that you supplied and their value;

Financial year	Goods or service supplied	Total Value
_____	_____	_____

(Attach details)

- c. Have you at any one time been requested to quote for supply of goods and services and failed to return the quotation without assigning reason for your action? \_\_\_\_\_ (if yes attach details)
- d. Have you at any one time been issued with a purchase order by PACIS and failed to deliver the goods or services without assigning any reason for your action? \_\_\_\_\_ (if yes attach details)
- e. If you are a current or previous period supplier of goods and services to PACIS, have you at any one time been issued with a letter of cancellation of LPO for failure to supply goods within the agreed time or supplying inferior goods not within specifications? \_\_\_\_\_ (if yes attach details)

**DECLARATION**

**Declaration of Business relationship (company owner/management)**

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any PACIS employee. Are you a relative or do you have a relationship with any PACIS employee that would cause any real or perceived conflict of interest?

Yes/No \_\_\_\_\_ (specify) \_\_\_\_\_

Information submitted by \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Stamp: