

JAC PREQUALIFICATION DOCUMENT.

Jamii Action Centre (JAC) is a dynamic grassroots organization established in 2014 with a mission to amplify the intellectual voice of young people through community participatory approaches in order to have a peaceful and progressive society. We are committed to creating positive change and fostering development in the communities we serve. JAC is seeking to pre-qualify competent and reliable suppliers for FY 2024/2025-2026. The pre-qualification process is intended to identify potential suppliers who have the capacity to provide high-quality products and services that meet the organization's needs.

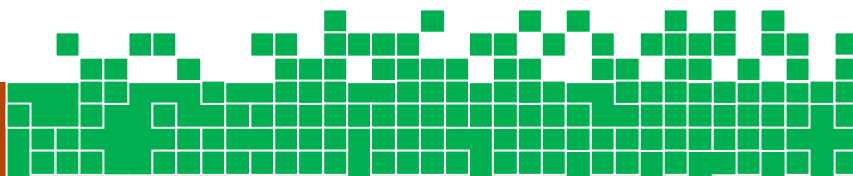
1. SCOPE OF THE PRE-QUALIFICATION QUESTIONNAIRE.

The objective of this document is to provide guidelines and specifications for service providers to be pre-qualified for offering car hire services. Successful applicants will be included in a list of pre-qualified vendors for future engagements.

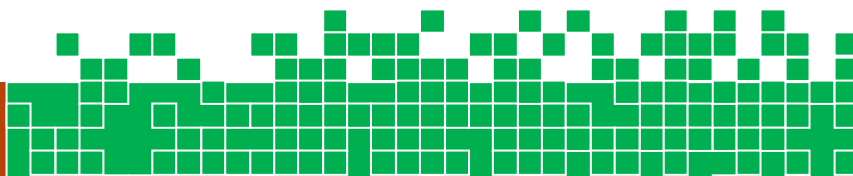
The service provider will be required to provide vehicles with drivers, ensure regular vehicle maintenance, and provide replacement vehicles in case of breakdowns. The vehicles should meet all legal and safety requirements as per local laws.

2. ELIGIBILITY CRITERIA

- i. Interested suppliers must meet the following eligibility criteria:
- ii. Company profile including services offered (except for motorbikes)
- iii. Personal Profile- (for Motorbikes)
- iv. Copies of insurance certificates for the vehicles.
- v. Vehicle inspection certificates.
- vi. Copy of tax compliance certificate.
- vii. licenses of drivers who will be assigned.
- viii. Pricing Information- Prices in the item price schedule should be VAT INCLUSIVE.
- ix. Business Permit- Supplier should provide a valid Business Permit.
- x. Contact Information: Provide contact details of the authorized representative.
- xi. JAC Code of Conduct- Dully fill the commitment to the JAC CODE OF CONDUCT.
- xii. Fill and submit the conflict-of-Interest Disclosure Form.
- xiii. Quality Assurance Form- Declare the information given accurate and the quality of the goods plus the prices are of the stipulated procurement standards.



S/No	ITEM DESCRIPTION	UNIT	UNIT PRICE
1.	Saloon Cars Capacity: 4-5 passengers Engine Capacity: 1300cc – 1800cc Fuel Type: Petrol/Diesel Transmission: Automatic/Manual Age of the Vehicle: Not older than 5 years	PER DAY	
2.	SUVs Capacity: 5-7 passengers Engine Capacity: 2000cc – 3000cc Fuel Type: Petrol/Diesel Transmission: Automatic/Manual Air Conditioning: Required 4WD: Required Age of the Vehicle: Not older than 5 years	PER DAY	
3.	4x4 Double Cabin Pickups Capacity: 4-5 passengers Engine Capacity: 2500cc – 3000cc Fuel Type: Diesel Transmission: Manual 4WD: Required Air Conditioning: Required Age of the Vehicle: Not older than 5 years	PER DAY	
4.	Minibuses (14-25 Seater) Capacity: 14 – 25 passengers Engine Capacity: 3000cc – 4000cc Fuel Type: Diesel/Petrol	PER DAY	



	Transmission: Manual/Automatic Air Conditioning: Required - Age of the Vehicle: Not older than 7 year		
5.	Motorbike Capacity: 1 passenger Engine Capacity: 50cc – 200cc Fuel Type: Diesel/petrol Age of the Vehicle: Not older than 3 years	PER DAY	

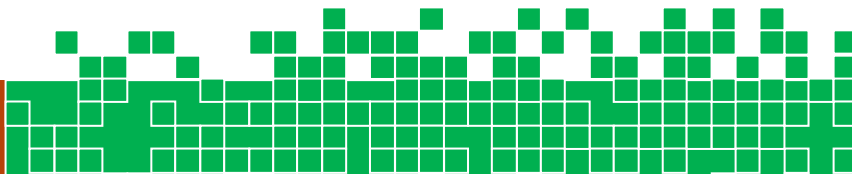
i. SUPPLIER CONTACT INFORMATION

SUPPLIER'S NAME	
TELEPHONE NUMBER	
EMAIL ADDRESS	
SIGNATURE	
DATE	
STAMP	

ii. COMMITMENT TO THE JAC CODE OF CONDUCT.

I _____ (Supplier)
CONFIRM that I have read and fully understood the contents of the code of conduct for suppliers and my responsibilities under the code.

I also certify that I am duly authorized to sign this code on my own behalf and on behalf of my organization, and agree to comply with the Code of Ethics.



iii. CONFLICT OF INTEREST DISCLOSURE FORM

I _____ (supplier) confirm that we have no close business or family relationship with a professional staff of the procuring entity directly or indirectly involved in the implementation, supervision or execution of the contract.

If yes, provide the following details

S/No	Name of Person	Designation in the Procurement Entity	Interest or Relationship with Tenderer
1			
2			
3			

iv. QUALITY ASSURANCE FORM

I _____ (supplier) confirm that the goods to be supplied are of the right quality and in accordance to public procurement standards. I also confirm that I will provide samples when required by the procuring entity.

NAME _____

POSITION _____

OFFICE ADDRESS _____

TELEPHONE _____

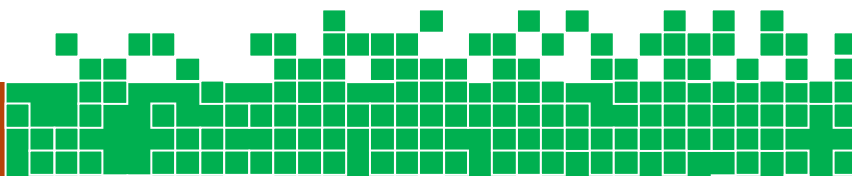
EMAIL _____

NAME OF THE FIRM _____

DATE _____

SIGNATURE _____

COMPANY STAMP



4. EVALUATION CRITERIA

The pre-qualification submissions will be evaluated based on the following criteria:

1. Compliance with Eligibility Criteria: (tax compliance certificate, KRA Pin certificate, inspection certificate, Driving License): 30%
2. Pricing and Delivery Schedule: 15%
3. Contact Info:10%
4. Dully filled code of conduct: 15%
5. Dully filled conflict of interest disclosure form: 15%
6. Quality Assurance Form: 15%

5. SUBMISSION DEADLINE

All submissions should be hand delivered to the address below, or filled ,scanned and sent via the procurement officer email: procurement@jamiiactioncentre.org on or before 25st October. Late submissions will not be considered.

PHYSICAL ADDRESS:

**JAMII ACTION CENTRE,
P.O. BOX 118-80403
1ST FLOOR, AGK BUILDING, KINANGO ROAD
KWALE, KENYA.**

6. TERMS AND CONDITIONS

Pre-qualification does not constitute a contract or offer to engage with any supplier.

JAMII ACTION CENTRE reserves the right to accept or reject any application.

Only pre-qualified suppliers will be invited to participate in the formal tendering process.

All information provided by suppliers will be treated with confidentiality.

The Prices should be inclusive delivery costs.

The service provider will be required to provide vehicles with drivers, ensure regular vehicle maintenance, and provide replacement vehicles in case of breakdowns.

The vehicles should meet all legal and safety requirements as per local laws.



7. PROCURING ENTITTY CONTACT INFORMATION.

For any inquiries or further information, please contact:

Riziki Alfani,
The Procurement Officer,
Jamii Action Centre,
Email: Riziki.Alfani@Jamiiactioncentre.Org
Phone Number: 0701134143

PREPARED BY:

RIZIKI ALFANI,

PROCUREMENT OFFICER.

SIGNATURE _____

DATE _____

AUTHORIZED BY:

OMAR CHALLA,

EXECUTIVE DIRECTOR.

SIGNATURE _____

DATE _____

