

## 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 pre-qualification process includes the following, please tick your area of interest.

ITEM	TICK HERE
THE SUPPLY AND DELIVERY OF STATIONERIES.	
PROVISION OF OUTSIDE CATERING SERVICES.	
PROVISION OF ACCOMODATION AND CONFERENCE FACILITIES.	
SUPPLY AND DELIVERY OF GENERAL OFFICE SUPPLIES	

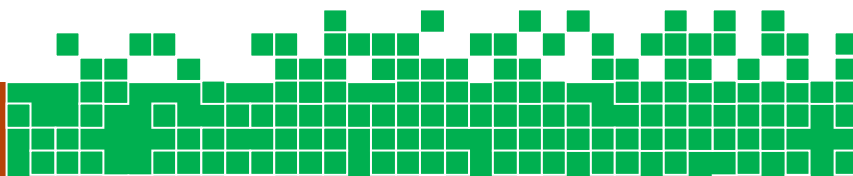
**N/B:**

- **TICK THE CATEGORY YOU HAVE THE CAPACITY TO PROCURE.**
- **IF YOU HAVE THE COMPETENCY TO PROCURE IN TWO DIFFERENT CATEGORIES, PLEASE FILL IN THE INDEPENDENT PRICE SCHEDULES AND SUBMIT PER CATEGORY RATHER THAN ONE DOCUMENT.**

### 2. ELIGIBILITY CRITERIA.

Interested suppliers must meet the following eligibility criteria:

- i. Certificate of incorporation- provide a valid certificate of incorporation for the Interested suppliers should be submitted.
- ii. Tax Compliance Certificate- Provide a valid tax compliance certificate.
- iii. KRA Pin certificate- Supplier should attach a KRA Pin certificate.
- iv. Pricing Information- Prices in the item price schedule should be VAT INCLUSIVE and also indicative of the costs for delivery of the goods/services.



- v. Business Permit- Supplier should provide a valid Business Permit.
- vi. Contact Information: Provide contact details of the authorized representative.
- vii. JAC Code of Conduct- Dully fill the commitment to the JAC CODE OF CONDUCT.
- viii. Fill and submit the conflict-of-Interest Disclosure Form.
- ix. Quality Assurance Form- Declare the information given accurate and the quality of the goods plus the prices are of the stipulated procurement standards

### ANNEX 1.

#### PRICE SCHEDULE FOR THE SUPPLY DELIVERY OF STATIONERIES.

S/No	ITEM DESCRIPTION	UNIT	UNIT PRICE
1.	Photocopying Papers (white and yellow)	REAM	
2.	File/folders (Branded)	PC	
3.	Note books (Branded)	PC	
4.	Spring Files	PC	
5.	Box Files	PC	
6.	Ball Point Pens (Blue, Black, Red)	BOX	
7.	Executive pens	BOX	
8.	Counter books (4 quire)	PC	
9.	Counter books (3 quire)	PC	
10.	Rulers	PC	
11.	Calculator	PC	
12.	110 HB Pencils	BOX	
13.	Envelopes Branded (A4 & A5)	REAM	
14.	Pritt glue stick	PC	
15.	Sticky notes	PC	
16.	Staple Pins(small)	BOX	
17.	Staple Pins (big)	BOX	
18.	Giant staplers	PC	
19.	Faint / Permanent marker pens	BOX	
20.	Highlighter	BOX	
21.	LSO and LPO ( branded)	PC	
22.	Spring Files	PC	
23.	Flip charts	PC	

24.	Scissors	PC	
25.	Rubber bands	BAND	
26.	Staff Diaries (Branded)	PC	
27.	Toner	PC	
28.	Visitors Book( Branded)	PC	
29.	Waterproof Document Folder.	PC	
30.	Rubber/Eraser- Helix	BOX	
31.	Colored Pencils	BOX	
32.	96 Pages A4 Ruled books	BOX	
33.	200 Pages A4 Ruled books	BOX	

## ANNEX 2.

### PRICE SCHEDULE FOR THE PROVISION OF OUTSIDE CATERING.

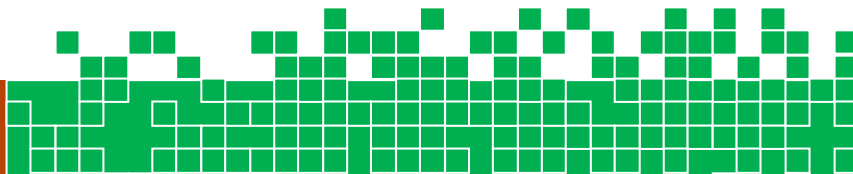
S/NO	ITEM DESCRIPTION	UOM	UNIT PRICE
1.	White Tea	Cup	
2.	Black Tea	Cup	
3.	Fruit Juice	Glass	
4.	White Coffee	Cup	
5.	Black Coffee	Cup	
6.	Sweet Potatoes	Plate	
7.	Viazi Karai	Plate	
8.	Biriani	Plate	
9.	Pilau	Plate	
10.	Githeri	Plate	
11.	Matoke	Plate	
12.	Rice	Plate	
13.	Spaghetti	Plate	
14.	Sausage	Pc	
15.	Mahamri	Pc	
16.	Chips	Plate	
17.	Samosa	Pc	
18.	Buffet Lunch	Plate	
19.	Boiled Egg	Pc	

20.	Vegetables	Plate	
21.	Pancake	Plate	
22.	Omellete	Pc	
23.	Bajia	Plate	
24.	Kaimati	Pc	
25.	Ugali	Plate	
26.	Maharagwe	Plate	
27.	Matumbo	Plate	
28.	Beef	Plate	
29.	Vegetables	Plate	
30.	Samaki	Plate	
31.	Liver	Plate	
32.	Mineral Water	Bottle	
33.	Soda	Bottle	
34.	Milk	Pack	
35.	Cocktail	Glass	
36.	Fruits	Plate	
37.	Minced Meat	Plate	
38.	Beef Choma	Pc	
39.	Chicken	Pc	

### ANNEX 3

#### PROVISION OF ACCOMODATION AND CONFERENCE FACILITIES.

S/NO	ITEM DESCRIPTION	UoM	UNIT PRICE
1.	Single Bed and Breakfast	Pax	
2.	Single Half Board	Pax	
3.	Single Full Board	Pax	
4.	Single Full Board Inclusive Conference Package	Pax	
5.	Double Bed and Breakfast	Pax	
6.	Double Half Board	Pax	
7.	Double Full Board	Pax	
8.	Double Full Board Inclusive Conference Package	Pax	
9.	Full Day Conference Package	Pax	



10.	Half Day Conference Package	Pax	
11.	Breakfast Meeting	Pax	
12.	Buffet Lunch	Pax	
13.	Single Half Board with Conference	Pax	

### CONFERENCE PACKAGE.

CONFERENCE FACILITIES	REQUIREMENTS(YES/NO)
Pa system	
Waiter service buffet	
Tv screen projection	
Projector	
Mineral water	
Writing materials (notepads,pens,flip charts)	
Refreshments	
Complimentary WIFI	
10 am & 4 pm tea & assorted snacks	

### ANNEX 4

#### PRICE SCHEDULE FOR THE SUPPLY AND DELIVERY OF GENERAL OFFICE SUPPLIES.

S/No	ITEM DESCRIPTION	UoM	UNIT PRICE
1	Power Extensions	EA	
2	Packaging/Carrier bags	EA	
3	Toilet / Tissue Papers	EA	
4	Serviettes	EA	
5	Toilet Detergent (Harpic)	EA	
6	Bar Soap	EA	
7	Powder Soap	EA	
8	Soft Broom	EA	
9	Sugar	EA	
10	Salt	EA	
11	Steel wool	EA	

12	Tea Leaves	EA	
13	Tooth picks	EA	
14	Mopping set ( mopper, mopping bucket)	EA	
15	Toilet brush	EA	
16	Air Freshner	EA	
17.	Hard Broom	EA	
18.	Dust Pan	EA	
19.	Gas	EA	
20.	Highliter	EA	
21.	Sign Here Sticky Note	EA	

**i. SUPPLIER CONTACT INFORMATION**

SUPPLIER'S NAME	
TELEPHONE NUMBER	
EMAIL ADDRESS	
SIGNATURE	
DATE	
STAMP	

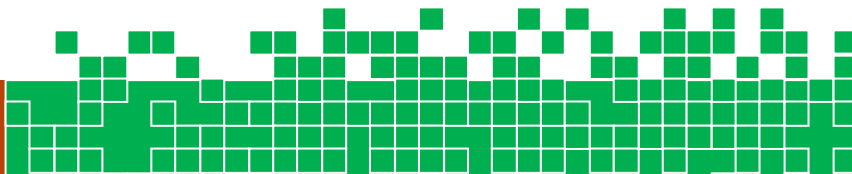
**ii. COMMITMENT TO THE JAC CODE OF CONDUCT.**

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.

Name \_\_\_\_\_



Position \_\_\_\_\_

Signature \_\_\_\_\_

**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 \_\_\_\_\_

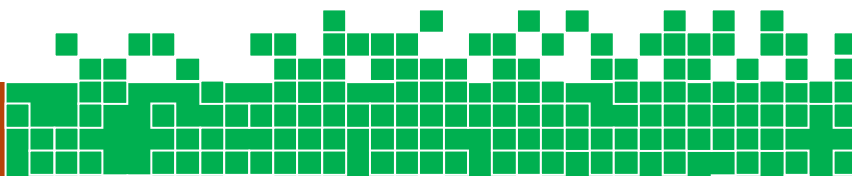
TELEPHONE \_\_\_\_\_

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: (certificate of incorporation, tax compliance certificate, KRA Pin certificate, business permit): 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 either hand delivered or filled, scanned and sent via the Procurement Officer email; [procurement@jamiiactioncentre.org](mailto:procurement@jamiiactioncentre.org) should be delivered close of business (COB) 25<sup>ST</sup> October. Late submissions will not be considered.

PHYSICAL ADDRESS:

**JAMII ACTION CENTRE,  
P.O. BOX 118-80403  
1<sup>ST</sup> 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.



Samples of goods when required by the procuring entity will be provided for free for testing of the quality at the supplier's expenses.

The Prices should be inclusive delivery costs.

Suppliers should fill in different categories of the procurement description and submit independent quotations if they have the competency of supplying more than one goods/services.

### **7. PROCURING ENTITTY CONTACT INFORMATION.**

For any inquiries or further information, please contact:

Riziki Alfani,  
The Procurement Officer,  
Email: [Riziki.Alfani@Jamiiactioncentre.Org](mailto:Riziki.Alfani@Jamiiactioncentre.Org)  
Phone Number: 0701134143

**PREPARED BY:**

**RIZIKI ALFANI,**

**PROCUREMENT OFFICER.**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**AUTHORIZED BY:**

**OMAR CHALLA,**

**EXECUTIVE DIRECTOR.**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_