



BID DOCUMENT

PREQUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR THE PERIOD BETWEEN FEBRUARY 2019 to JANUARY 2021

CATEGORY APPLIED FOR: _____

A. INTRODUCTION

Signon Group Limited (Signon) is a leading indigenous logistics company in Kenya and has over 30 years' experience in cargo logistics business. Our interests in logistics include customs brokerage, warehousing, transportation, ground handling, and transit shed handling and container freight station. Our Vision is to be a world-class logistics company.

To support its operations, the company seeks to pre-qualify suppliers for goods, works, services and consultancies for various categories as shown in section B. Our sites are in Nairobi, Mombasa and Eldoret in Kenya and Dar Salaam in Tanzania.

B. CATEGORIES OF GOODS AND SERVICES

The categories of goods and services to be prequalified are as indicated below:

SUPPLY CATEGORIES		
No.	Ref.	Item/Service
1	SG/2018/01	Fuel -Diesel (AGO)
2	SG/2018/02	Truck Spare Parts
3	SG/2018/03	Maintenance of Generators
4	SG/2018/04	Stationery and Office Supplies
5	SG/2018/05	Maintenance of Air Conditioning Equipment
6	SG/2018/06	PPE and Safety Equipment
7	SG/2018/07	Vehicle Tyres and Tubes
8	SG/2018/08	Service and Maintenance of Forklifts and Reach Trucks
9	SG/2018/09	Supply of ICT and Related Equipment
10	SG/2018/10	Maintenance of ICT and Related Equipment
11	SG/2018/11	Supply of Office Furniture and Equipment
12	SG/2018/12	Supply of General Renovation, Joinery and Repair works
13	SG/2018/13	Supply of Oils and Lubricants
14	SG/2018/14	Supply of Branding and Promotional Materials
15	SG/2018/15	Provision of Office Cleaning Services
16	SG/2018/16	Maintenance of Cold Room Systems
17	SG/2018/17	Maintenance of Ramp Handling Equipment
18	SG/2018/18	Maintenance of Tractors
19	SG/2018/19	Provision of Landscaping Services
20	SG/2018/20	Installation of Electric Fence and Security Alarm Systems
21	SG/2018/21	Car Hire Services
22	SG/2018/22	Installation and/or Maintenance of Elevators
23	SG/2018/23	Provision of Security and Guarding Services
24	SG/2018/24	CCTV Installation and Maintenance Services
25	SG/2018/25	Provision of Staff Uniform Services
26	SG/2018/26	HR Consulting and Training Services

27	SG/2018/27	PR Agency Services
28	SG/2018/28	Media Monitoring Services
29	SG/2018/29	Event Management Services
30	SG/2018/30	Photography & Videography
31	SG/2018/31	Creative & Design Agency Services
32	SG/2018/32	Digital Marketing Services
33	SG/2018/33	Provision of Marketing Strategy Services
34	SG/2018/34	Supply and/or Repair of Motorbikes and Scooters
35	SG/2018/35	Installation and /or Maintenance of Fire Equipment
36	SG/2018/36	Manpower and Labour services

C. SUBMISSION REQUIREMENTS

The downloaded prequalification document should be duly completed as per the instructions and emailed as PDF files to bids@siginon.com indicating the reference number and category of supply applied for so as to be received on or before Friday, February 1st 2019 at 12.00 noon. No hard copy submissions shall be considered.

To be considered responsive, a submission must contain the following:

1. The name of the company, registration documents, physical address, e-mail, telephone numbers and contact person for communication.
2. Copy of company profile indicating services provided as well as company ownership (Attach CR12)
3. Copies of KRA documents and industry specific licenses and approvals
4. The firm's internal organization structure and the manner which service will be provided
5. References with contact information from organizations which have used the firm's services in the last 24 months.
6. Copy of signed declaration. See appendix 1 attached to this document.

NOTE: submissions which fail to address each of the submission requirements above may be deemed non-responsive and will not be considered further.

D. REJECTION OF PROPOSAL

Siginon reserves the right in its sole discretion to reject any submission in whole or in part, without incurring any cost or liability whatsoever. All submissions will be reviewed for completeness of the submission requirements. If a submission fails to meet a material requirement or if it is incomplete or contains irregularities, it may be rejected.

A submission that contains false or misleading statements may be rejected if in Siginon's opinion the information was intended to mislead the company regarding requirements of the prequalification.

E. EVALUATIONPROCESS

Assigned teams within the company, with the assistance of consultants where necessary, will review submissions received to determine the suitability of a company to provide services to the group.

During the assessment process, Siginon will require vendor's representatives to answer questions with regards to the submission and/or may require bidders to make a formal presentation to an appointed team.

F. QUESTIONS REGARDING THE PREQUALIFICATION

Questions regarding the RFP may be addressed in writing to the Procurement Manager at bids@siginon.com.

PREQUALIFICATION QUESTIONNAIRE

PREQUALIFICATION QUESTIONNAIRE		
1	General Information (Please fill in next column)	
	Category applied for: _____	
	Name of Company/ Business _____	
	Years of incorporation	
	Head office physical address	
	Email	
	Telephone	
	Contact Person	
2	Regulatory requirements (copies to be provided)	
	Certificate of incorporation or business registration	
	KRA PIN	
	VAT Compliance	
	Licensing by authorizing bodies as applicable in field of practice (Please attach as many certificates and licenses as is relevant in the line of service e.g. NCA, NEMA, KEBS, ERC etc.)	
3	Experience* (See clarifications - next page)	
	Years of experience	
	Line of business	
	Products and brands (where applicable) supplied	
	Previous clients (with recommendations)	
	Qualifications of key personnel (Attach CVs)	
	Plant and Equipment (Include relevant infrastructure)	Attach list
	Referees (Fill table in clarifications section - next page)	
	<i>(Copy of company profile to be provided)</i>	
4	Financial Position	
	Bank Details (please fill form in section G)	
	Audited accounts (Please attach)	
	Bank statements (please attach)	
	Access to financing (Please attach evidence)	
5	Litigation History (Fill table in section G if answer is yes)	Company has history?
	No. of litigation cases*	Yes No
6	Quality Assurance/ Quality Control	
	Quality Management System	
	Quality Management team	
	Warranty links to manufacturers (Letter/Authority to be attached)	
7	EHS	
	EHS Policy (Attach copy and CVs of EHS team)	
8	Payment terms (preference is given to vendors who offer credit)	
	Number of days credit granted	

G. IMPORTANT CLARIFICATION ON QUESTIONNAIRE

Experience

- i. The prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items in the category applied for. Past performance will be shown by way of attaching relevant contract excerpts, Purchase Orders, completion certificates and letters of references.
- ii. Prospective suppliers should have special experience and capability to supply and deliver items or services at short notice.
- iii. Referees Table

No.	Particulars	Client 1	Client 2	Client 3
1	Name of client			
2	Address of organization			
3	Name of contact person			
4	Office telephone number			
5	Official email			
6	Value of contract			
7	Duration and year of contract			

Note: copies of work orders, completion certificates or other documents in support of work done to be attached

Financial Position

- i. The suppliers' financial position will be determined by latest audited financial statements submitted with the pre-qualification documents as well as certified bank statement for the last 6 months. Potential suppliers/firms will be pre-qualified on the strength of information provided.
- ii. Bank Details information
 Bank Name _____
 Branch Name _____
 Bank Address _____
 Branch Code _____
 Swift Code _____
 Account Name _____

Litigation History

- iii. 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 five 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 of dispute	Disputed amount

APPENDIX 1 – DECLARATION

(To be signed and submitted with the rest of the documents)

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

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) Have read and understood the contents of the Siginon Prequalification document
- c) 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.
- d) 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 Siginon and acknowledge Siginon's right to review the tender made.
- e) We enclose all the required documents and information required for the prequalification evaluation.

Date_____

Company_____

Represented by_____

Signature_____

Designation_____

(Full names and designation of person signing and stamp or seal)