



PREQUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS

Versed Professional Services is a limited company under the laws of Kenya with its head office in Nairobi Kenya. The organization has a wide range of experience working with development partners and organizations in capacity building in Africa, Europe, the Middle East, Asia and the Caribbean.

VPS focuses on capacity development that is not narrowed to individuals but one that also encompasses leaders, organizations and entire societies. This increases the sustainability index of our efforts because it ensures that the change generated by our programmes is generated, guided and sustained through those whom it is meant to benefit.

At Versed Professional Services (VPS) we recognize that unless existing skill gaps are addressed, meeting of developmental goals and targets by everyone in the development sector, achievement of sustainable development goals will just be a vision on paper. This is primarily informed by the fact that its only through bringing about sustainable transformation (that goes beyond just performing tasks but changing mindsets and attitudes) in all developmental sectors that targets can be met.

VPS not only focuses on training of participants on the use of latest technology but our programmes put emphasis on how to use the technology best suited to the organization's goals embedded in PDPs. The training programmes also have incorporated built-in incentives to apply the new skills that empower participants to train others in using the technology. Our programmes also clearly articulate the benefits to personnel development and the linkage of personal performance to team performance and overall organizational efficiency and ability to fulfill its mandate.

Our approach towards capacity development is driven by the desire to address gaps most importantly not through training people on the use of solutions developed elsewhere but through understanding individual, societal and community gaps and through a consultative process, developing and delivering tailor made solutions to the specific gaps.

Versed Professional Services intends to update its list of suppliers for goods and services and as such invites eligible and interested bidders to apply for prequalification for provision of the listed goods and services for the financial year 2017/2018.

S/NO	Tender Number	Tender Description
1.	VPSL/01/2017-18	Stationery and Office Supplies
2.	VPSL/02/2017-18	Supply and maintenance of Fire extinguisher
3.	VPSL/03/2017-18	Computer hardware, Consumables and Accessories (Desktops, Laptops, Projectors, Toner Cartridges, UPSs etc.)
4.	VPSL/04/2017-18	Printing, art and design i.e. Publications, Promotional materials, banners, brochures etc
5.	VPSL/05/2017-18	Branded items (Uniforms, T-shirts, badges, umbrellas, bags, branded pens etc.
6.	VPSL/06/2017-18	Conference Services
7.	VPSL/07/2017-18	Client Accommodation
8.	VPSL/08/2017-18	Transport Services (Taxi)



9.	VPSL/09/2017-18	Internet Services
10.	VPSL/10/2017-18	Airline agents/Air Ticketing services
11.	VPSL/11/2017-18	Provision of courier & freight services (local & International)

Interested and eligible candidates may obtain a complete set of prequalification documents from the Versed Professional Services Website <http://www.versedpro.com/tenders> for **free** from Friday 26th August 2017.

Complete prequalification documents are to be enclosed in a plain sealed envelope, clearly marked on top "Prequalification of suppliers" to be dropped at Versed Professional services Offices. Kindly address the tenders to:

The Executive Director,
Versed Professional Services,
1st Floor, Utumishi Co-Op House,
Malaka Road Off Nyerere Road
P.O Box 9656- 00300,
Nairobi.

Filled prequalification documents can also be emailed to procurement@versedpro.org .

So as to be received on or before 26th September 2017 at 17.00hrs EAT.

NOTE

1. Existing suppliers and service providers need to re-apply afresh.
2. Prequalification documents sent without evidence of payment will NOT be considered.

Executive Director,

Versed Professional Services



PRE-QUALIFICATION INSTRUCTIONS

Introduction

Versed Professional Services invites interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods or provision of services.

Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to Versed Professional Services as and when required during the 2017/2018 financial year.

Experience

Potential service providers must demonstrate the capacity, willingness and commitment to meet the pre-qualification criteria.

Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

Mandatory

In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

Submission of Pre-qualification Documents

Original of the completed pre-qualification data and other requested information shall be submitted to:

The Executive Director,
Versed Professional Services,
1st Floor, Utumishi Co-Op House,
Malaka Road Off Nyerere Road
P.O Box 9656- 00300,
Nairobi.

Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Executive Director.

Additional Information

Versed Professional Services reserves the right to request submission of additional information from prospective bidders.



PRE-QUALIFICATION DATA INSTRUCTIONS

2.1 Pre-qualification data forms

The attached questionnaire forms, VPS -1, VPS-2, VPS -3, VPS -4, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of quotation/tender for the specific category as described.

2.1.1 The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will be disqualified. All the documents that form part of the proposal must be written in English.

2.2 Qualification

2.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Versed Professional Services in determining the qualifications of prospective bidders to perform in respect to the Prequalification Category as described; according to Versed Professional Services' sole judgment and discretion.

2.2.2 Prospective bidders will not be considered qualified unless in the judgment of Versed Professional Services they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

2.3 Essential Criteria for Pre-qualification

2.3.1 Experience

Prospective suppliers/bidders shall have a minimum of two years' experience in the provision/supply of services & goods they are bidding for and hence should show competence, willingness and capacity to service the contract.

2.3.2 Financial Condition

Versed Professional Services will request for the supplier's financial statements or audited reports.

2.3.3 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers/clients should be included in Form VPS-3.

2.4 Sworn Statement

Application must include a sworn statement Form VPS-4 by the Tenderer ensuring the accuracy of the information given.

2.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the committee could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new



commitments, Versed Professional Services reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

2.6 Local Registration

The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of registration/incorporation and copies attached. The firm must show proof that it has paid all its statutory obligations and have a valid Tax compliance Certificate



Form VPS -1: REGISTRATION DOCUMENTS

The following are to be attached:-

1. Copies of Certificate of Registration.
2. Copy of VAT Registration Certificate.
3. Copies of Pin Certificate of firm /individual.
4. Copy of Current Business License.
5. Copy of current Tax Compliance Certificate.

Company Profile

(Mandatory)



Form VPS -2: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

Part I- General:

Business Name

Location of business premises.....

Plot No. Street/Road.....

Postal Address.....Tel. no.....

Nature of business.....

Current Trade License No.....Expiring date.....

Maximum value of business which you can handle at any one time: Kshs.....

Name of your bankers.....Branch

Part 2(a)- Sole proprietor

Full Name.....Age.....

Nationality.....Country of origin.....

*Citizenship Details.....

Part 2(b)-Partnership

Give details of partners as follows

Name	Nationality	Citizenship	Shares
.....
.....
.....
.....



.....

Part 2(c) – Registered Company

Private or public

State the nominal and issued capital of the company.....

Nominal KES.....

Issued

Given details of all directors as follows

.....

Date.....

Signature.....

*if Kenyan citizen, indicate under citizenship whether by birth, Naturalization or Registration



Form VPS -3: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

AND VALUES OF CONTRACT/ORDERS

Name of 1st Client (Organization)

Name of Client (organization)

Address of Client (organization)

Name of Contact Person at the client (organization)

Telephone No. of Client

Value of Contract

Duration of Contract (date)

(Attach documental evidence of existence of contract)

Name of 2nd Client (organization)

Name of Client (organization)

Address of Client (organization)

Name of Contact Person at the client (organization)

Telephone No. of Client

Value of Contract

Duration of Contract (date)

(Attach documental evidence of existence of contract)

Name of 3rd Client (organization)

Name of Client (organization)

Address of Client (organization)

Name of Contact Person at the client (organization)

Telephone No. of Client

Value of Contract



Duration of Contract (date)

Form VPS -4: SWORN STATEMENT

(Full submission in your company letterhead)

SWORN STATEMENT

Having studied the pre-qualification/registered information for the above project I/ We hereby state:

- a. The information furnished in my/our application is accurate to the best of my/our knowledge.
- b. That in case of being pre-qualified I/we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited to do so by the Authority.
- c. When the Request for Quotations is issued and the legal technical financial conditions or the contractual capacity of the firm changes I/we shall notify the Fund and acknowledge the Authority's right to review the pre-qualification made.
- d. I/We enclose all the required documents and information required for the pre-qualification evaluation.
- e. I/We confirm that I/we have not been debarred from participation in Public Procurement and have no litigation pending against me/us in any court.

Date

Applicant's Name

Represented by

Signature

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