



GEOHERMAL DEVELOPMENT COMPANY LIMITED

**PREQUALIFICATION OF SUPPLIERS OF PERSONAL PROTECTIVE EQUIPMENT FOR
YEAR 2017-2019**

GDC/SC/PQ/003/2017:2018

CLOSING DATE AND TIME: 3rd AUGUST, 2017 at 2.00PM

Geothermal Development Company Ltd

P.O. Box 100746-00101

NAIROBI

Website: www.gdc.co.ke

TABLE OF CONTENTS

SECTION I
PRE-QUALIFICATION NOTICE.....3

SECTION II
INSTRUCTIONS TO TENDERERS.....4-6

SECTION III
FURTHER INSTRUCTIONS TO TENDERERS.....7 -11

APPENDIX I
TENDER SUBMISSION FORM 11

APPENDIX II
BUSINESS QUESTIONNAIRE 12

APPENDIX III
CLIENT REFERENCE FORM17

APPENDIX IV
DECLARATION OF UNDERTAKING16

APPENDIX V
MANUFACTURER AUTHORIZATION17

SECTION I - PRE-QUALIFICATION OF SUPPLIERS OF PERSONAL PROTECTIVE EQUIPMENT

Geothermal Development Company Limited invites sealed applications from eligible candidates for the **“Pre-qualification of Suppliers of Personal Protective Equipment for a period of two years**

Interested eligible candidates may obtain further information from and inspect the tender documents from the office of Manager, Supply Chain at Kawi House Office, located at South C Bellevue, Off Mombasa Road, Red Cross Road between 9.00am and 4.00pm during weekdays.

The prequalification document may be viewed and downloaded from the website www.gdc.co.ke or <http://supplier.treasury.go.ke> free **of charge or at no cost**. Bidders who download the tender document from the website **MUST** forward their particulars immediately for records and any further tender clarifications and addenda.

Applications for pre-qualification must be submitted in plain sealed envelopes clearly marked with Tender No. and Tender Reference Name; and addressed to;

The Managing Director & CEO,
Geothermal Development Company Limited
P.O Box 100746-00101
Nairobi, Kenya

And be deposited in the tender box provided at 2nd floor, GDC Kawi House Office so as to be received on or before **3rd August, 2017 at 2.00PM.**

The applications will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at GDC Kawi House Office Ground Floor boardroom.

MANAGER SUPPLY CHAIN

SECTION II- INSTRUCTIONS TO TENDERERS

1.0 Introduction

- 1.1. The Geothermal Development Company Limited (GDC) will pre-qualify and enlist prospective Suppliers of PPEs who will be invited to submit proposals for Suppliers of Personal Protective Equipment from among those who will have submitted their tenders, in accordance with the tender requirements to undertake the assignments described herein for a **period of three years**.
- 1.2. Bidders are invited to submit a proposal for **Pre-Qualification of Suppliers of Personal Protective Equipment for Year 2017-2019**.
- 1.3. The Pre-qualification document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing their response.
- 1.4. Applicants will be informed in writing of the results of the prequalification, without assigning any reason for GDC's decision thereof.
- 1.5. Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.6. It is GDC's policy to require that Tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts. In pursuance of this policy, GDC:
 - a) Defines for the purpose of this provision, the terms set forth below as follows:
 - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

- b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c) Will declare a Tender ineligible, for pre-qualification if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
 - d) Will have the right to examine financial records relating to the performance of such services to determine capability.
 - e) Will have the right to inspect the business premises of the tenderer.
 - f) Will declare a Tender ineligible for prequalification if at any time it determines that the Tender has no legal capacity to enter into a contract for the procurement.
 - g) Will declare a Tenderer ineligible for prequalification if at any time it determines that the Tenderer is in insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing.
 - h) Will declare a Tenderer ineligible for prequalification if at any time, it determines that the Tenderer has committed an offence relating to procurement, has breached for procurement before by another public company, has in procurement proceedings, given false information about its actions and/or has been blacklisted before by another public company.
- 1.7 Tenderers shall furnish information as described in the pre-qualification tender document.

2.0 **DOCUMENTS COMPRISING THERE QUEST FOR PRE-QUALIFICATION**

- 2.1 Tenderers may request a clarification on the Pre-qualification document up to **seven (7) days** before the Tender submission date. Any request for clarification must be sent in writing by postal mail, or electronic mail to GDC address. GDC will respond in writing by normal postal mail, or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

3.0 **PREPARATION OF TENDER DOCUMENTS**

- 3.1 Tenderers are requested to submit a Tender written in English language.
- 3.2 Tenderers are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a tender.
- 3.3 Tenderers are required to meet the qualification criteria stipulated in this document. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfil these

requirements, will be considered for detailed evaluation.

3.4 **Period of Evaluation**

GDC will make the best effort to complete the evaluation and communicate within 30 (thirty) days.

4.0 SUBMISSION, RECEIPT, AND OPENING OF TENDERS

4.1 The original prequalification document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Tenderer. Any such corrections must be initialed by the person or persons who sign(s) the prequalification document.

4.2 **An authorized representative of the Tenderer should initial all pages of the prequalification document.**

4.3 The Tender should be prepared and submitted as **one original** and **2(two) copies** in a plain sealed envelope clearly marked:

“PREQUALIFICATION OF SUPPLIERS FOR PERSONAL PROTECTIVE EQUIPMENT FOR YEAR 2017-2019 - GDC/SC/PQ/003/2016-2017 and the statement: DO NO OPEN BEFORE TUESDAY, 3rd AUGUST, 2017 AT 2.00PM and delivered to;

The Managing Director & CEO,
Geothermal Development Co. Ltd.
P.O Box 100746-00101
Nairobi, Kenya

4.4 **Deadline for Submission**

The closing date and time for the Tender shall be on **Thursday, 3rd August, 2017 at 2.00Pm** and shall be sent to the above address. Tenders shall be marked **One original** and **2 (two) copies** in a plain sealed envelope clearly marked: **“PREQUALIFICATION OF SUPPLIERS FOR PERSONAL PROTECTIVE EQUIPMENT FOR YEAR 2017-2019”**

4.5 **Late Tender**

Any Tender received after the deadline pursuant to clause 4.4 shall be rejected as a late tender and shall not be considered.

4.6 **Tender Opening and Evaluation**

4.6.1 A committee of officials shall open the Tender immediately after the closing time for submission of the Tender.

4.6.2 GDC will prepare a record of the Tender opening.

SECTION III - FURTHER INSTRUCTIONS TO TENDERERS

5.0 EVALUATION CRITERIA

- 5.1 GDC will examine the tenders to determine completeness, general order lines and sufficiency in responsiveness.
- 5.2 Bidders shall not contact GDC on the matter relating to their tender from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Bidder to influence GDC in the Tender evaluation shall result in the rejection of their tender.
- 5.3 Pre-qualification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and technical expertise as demonstrated by the responses in the attached forms.
- 5.4 The applicants should have registered offices and GDC reserves the discretion of visiting Physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said services.
- 5.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of PPEs as and when required.
- 5.6 GDC reserves the right to accept or reject any or all Tenders without the obligation to assign any reason(s) for its decision thereof.

6.0 MANDATORY REQUIREMENTS

Tenderers are required to meet the qualification criteria stipulated in the mandatory requirement table. Only tenders, which fulfil these requirements, will qualify for pre-qualification.

7.0 VERIFICATION OF INFORMATION

GDC reserves the right to verify any information provided by prospective bidders as a qualification for consideration for supply of PPEs for the **Years 2017-2019**

APPENDIX TO INSTRUCTION TO TENDERERS

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instruction clause	Particulars of appendix to instructions to tenderers
Eligibility	The tender is open to suppliers of Personal Protective Equipment.
Clarification Request	Clarification period for bidders is not later than 7 days prior to tender closure Clarification request should be sent to procurement@gdc.co.ke Copy to; dkyaka@gdc.co.ke , pkapto@gdc.co.ke The client shall respond to clarification request not later than 5 days to tender closure Bidders are advised to be checking GDC website from time to time for any uploaded information on the tender
Tender closing date and Time	The tender closes on Thursday 3 rd August, 2017 at 2.00PM
Submission	Number of copies to be submitted is One Original and two copies
Evaluation Criteria	The tender evaluations criteria will be as follows A. Preliminary /Mandatory Requirements Bidder must fulfil all the conditions as defined in the mandatory requirement table.

MANDATORY REQUIREMENTS TABLE

No.	Requirement	Tick appropriately	
		Yes	No
1.	Attach a copy of Certificate of Incorporation/Registration in Kenya		
2.	Submit Tax Compliance Certificate valid at the time of opening. The tax certificate shall be verified from KRA tax checker.		
3.	Submit copies of Audited Financial Statements/Accounts for the last three year i.e 2013, 2014 and 2015.		

4.	Duly filled tender submission form		
5.	Duly filled and signed mandatory business confidential questionnaire		
6.	Dully signed and stamped declaration of undertaking		
7.	Certification by original equipment manufacturer as approved distributor		

APPENDIXI:

TENDER SUBMISSION FORM

To: Managing Director& CEO
Geothermal Development Company Limited
Kawi House, South C Bellevue,
Off Mombasa Road, Red Cross Road
P.O.Box 100746-00101, Nairobi
Tel: (254) 20 2427516/0719036000/7000
info@gdc.co.ke/www.gdc.co.ke

Dear Madam/Sir,

We, the undersigned, hereby submit our bid for supply of PPEs in accordance with your Request for Pre-qualification of supply of PPEs, and we hereby submit our Tender Document.

Our Tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

We understand you are not bound to accept any tender you receive.

Were main

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Tenderer:

Address:.....

APPENDIX II

***MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE**

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(s)

You are requested to give the particulars in Part1 and either Part 2(a), 2(b) or 2(c), which ever applies to your type of business. Part 2(d) to part 2(i/j) must be filled. You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part1-General

Business Name: Certificate of Incorporation
/Registration No..... Location of business premises:
Country..... Physical address.....
Town..... Building.....
Floor..... Plot No.....
Street/Road..... Postal Address.....
Postal/Country Code..... Telephone No's.....
Fax No's..... E-mail address.....
Website.....
Contact Person (*Full Names*).....
Direct/Mobile No's.....
Title.....
Power of Attorney (**Yes/No**) If **Yes**, attach written
document.
Nature of Business (*Indicate whether manufacturer, distributor, etc*).....

(Applicable to Local suppliers only)

Local Authority Trading License No..... Expiry Date.....
Value Added Tax No
Value of the largest single assignment you have undertaken to date (*USD/KShs*).....
Was this successfully undertaken? **Yes/No**.....(If **Yes**, attach reference)
Name(s) of your banker(s).....
Branches..... Tel.No's.....

Part2 (a)-Sole Proprietor (if applicable)

Full names.....
Nationality.....Country of Origin.....
CompanyProfile.....(*Attach brochures or annual reports incase of public company*)

Part2 (b)–Partnerships (if applicable)

Give details of partners as follows:

Full Names Nationality Citizenship Details Shares

1.

2.

Company Profile.....(Attach brochures)

Part2 (c)–Registered Company (If applicable)

Private or public.....

Company Profile.....(Attach brochures or annual reports incase of public companies)

State the nominal and issued capital of the Company

Nominal KShs.....

Issued KShs.....

List of top ten(10) shareholders and distribution of shareholding in the company. Give details of all directors as follows:-

Full Names Nationality Citizenship Details Shares

1.....

2.....

Part 2 (d)–Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent, corrupt, coercive and obstructive acts with regard to this or any other tender by the GDC and any other public or private institutions.

Full Names.....

Signature.....

Dated this.....day of.....2016.

In the capacity of.....

Duly authorized to sign Tender for and on behalf of.....

Part 2 (e)– Bankruptcy/Insolvency/receivership.

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:

Full Name.....

Signature.....

Dated this.....day of.....2016.

In the capacity of.....

Duly authorized to sign Tender for and on behalf of.....

Part2 (f)–Criminal Offence

I/We, (Name(s) of Director(s)):-

a).....

Part 2(I or j) – Declaration

I/We, the undersigned state and declare that the above information is correct and that I/We give GDC authority to seek any other references concerning my/our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names.....

Signature.....

For and on behalf of M/s.....

In the capacity of.....

Dated this.....day of.....2016.

Suppliers’/Company’s Official Rubber Stamp.....

Appendix III
Declaration of Undertaking

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the Public Procurement & Disposal Act 2015

We also underscore the importance of adhering to the law in the implementation of the project.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country.

We also declare that our company/sub-contractors/ all members of the consortium has/have not been debarred to engage in procurement/ included in the list of sanctions.

We acknowledge that, the client is entitled to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Dated this _____ day of _____ 20 _____

(Name of company)

(Signature(s))

Appendix IV: MANUFACTURER’S AUTHORIZATION FORM

To *[name of the Procuring entity]*

WHEREAS*[name of the manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]* do hereby authorize *[name and address of Agent]* to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. *[reference of the Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

[signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.