



Merica Hotel, Kenyatta Avenue

P.O Box 560 – 20100, Nakuru, Kenya

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Website: www.merica.co.ke

A complete set of pre-qualification documents can be downloaded from the Merica Hotel website www.merica.co.ke. Completed pre-qualification documents in plain sealed envelopes clearly labelled “PREQUALIFICATION FOR SUPPLIERS OF GOODS, WORKS AND SERVICES MHL/PQ/ /2025/2028– DO NOT OPEN BEFORE **21st February, 2025 at 1400Hrs** and should be deposited in the Tender Box situated at the Hotel’s reception.

SECTION I: INFORMATION TO CANDIDATES

1. INTRODUCTION

1.1 The Merica Holdings Limited (MHL) will pre-qualify and enlist bidders for the supply of goods, works and services from among those who will have submitted their tenders in accordance with the tender requirements to undertake the assignments described herein. All suppliers currently pre-qualified with the Hotel should note that they too have to reapply afresh as all other previous pre-qualifications shall stand cancelled.

1.2 Bidders are invited to submit a prequalification tender for the supply of goods, works and services in the categories.

1.3 The Pre-qualification Tender 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 the response.

1.4 The Hotel does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services will be treated equitably.

1.5 Applicants will be informed in writing of the results of the application, without assigning any reason for the Hotel’s decision thereof.

1.6 Tenderers will meet all costs associated with preparation and submission of their applications.

1.7 It is the Hotel’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, the Hotel:

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 prequalification 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 (the Hotel) 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 for the contract in question.

c) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing a similar contract;

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 pre-qualification if at any time it determines that the Tenderer has no legal capacity to enter a contract for the procurement.

g) Will declare a Tender ineligible for prequalification if at any time the Hotel determines that the tenderer is 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 Tender ineligible for pre-qualification if at any time the Hotel determines that the tenderer is related to an employee of the company or a Member of Board or Tender/Procurement committees of the Hotel unless otherwise pre-declared to avoid conflict of interest.

i) Will declare a Tender ineligible for pre-qualification if at any time it determines that the tenderer has committed an offence relating to procurement, has breached a contract for procurement before by another company, has in procurement proceedings given false information about its actions and has been blacklisted before by another public entity.

1.8 Tenderers shall furnish information as described in the pre-qualification tender document.

1.9 Tenderers shall be aware of the provisions of corrupt and fraudulent practices as spelt out in the Public Procurement and Disposal Act, 2005 and the Public Procurement and Disposal Regulations, 2006.

2. Clarification of Documents

2.1 A prospective tenderer making inquiries of the tender document may notify the Hotel by post or by email at the Hotel's address indicated in the Invitation to Tender. The Hotel will respond in writing to any request for clarification of the tender document which it receives not later than five (5) days prior to the deadline for the submission of the tenders prescribed by the Hotel. Written copies of the Hotel's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender document.

2.2 The Hotel shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

3 Amendment of the Tender Document

3.1 At any time prior to the deadline for submission of the tenders, the Hotel, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tendering documents by amendment.

3.2 All prospective tenderers that have received the tendering documents will be notified of the amendment in writing and it will be binding on them. It is therefore important that tenderers give the correct details when collecting the tender document.

3.3 In order to allow prospective tenderers reasonable time to take any amendments into account in preparation of their tenders, the Hotel may at its sole discretion extend the deadline for the submission of tenders based on the nature of the amendments.

4. Language of Tender

4.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Hotel shall be in written English language.

5. Documents Comprising the Tender

5.1 This document includes questionnaire forms and documents required from the prospective bidders. In order to be considered for pre-qualification prospective bidders must submit all the information herein requested.

6. Submission of Application

6.1 The Pre-qualification 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 initiated by the person(s) who signs the pre-qualification document.

6.2 The Pre-qualification document should be prepared and submitted as specified in the Invitation for Pre-qualification of Suppliers on or before **February 21st, 2025, at 1400Hrs**

6.3 Any tender received after the deadline in clause 6.2 shall be rejected as a late tender and shall not be considered.

7. Eligible Candidates

7.1 This prequalification document is open to all candidates who are eligible including youth, women and persons with disability as defined in Kenya's Public Procurement Law and regulations. All bidders who pass the set criteria shall be prequalified. Due diligence will be undertaken and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

8. Tender Evaluation

8.1 The Hotel will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

8.2 Tenderers shall not contact the Hotel on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence the Hotel in the evaluation shall result in the cancellation of their tender.

8.3 Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

8.4 The applicants must have registered offices and the Hotel 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 goods, works or services.

8.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods, works or services as and when required.

8.6 The Hotel reserves the right to accept or reject any or all tenders.

8.7 There shall be two phases of carrying out the evaluation of pre-qualification applications:

- a) Preliminary Evaluation; and
- b) Technical Evaluation (for Open group).

8.7.1 Preliminary Evaluation

a) All the applications shall be sorted out according to the various categories and levels contained in the application for pre-qualification form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

- 1) Certificate of Incorporation / Registration ;(All bidders)
- 2) PIN/VAT Certificate; ;(All bidders)
- 3) Current Tax Compliance Certificate; ;(All bidders)
- 4) Three (3) letters of recommendation from your corporate/major clients
- 5) Completed Confidential Business Questionnaire;(All bidders)
- 6) Audited accounts for the last two years or 6 months Bank Statements.
- 7) Company profile;(All bidders)
- 8) Current CR12 form ;(All bidders)

c) Casual applicants shall be considered substantially non-responsive and shall be excluded from those considered for detailed evaluation.

d) A list shall be compiled for those tenderers who pass the preliminary evaluation to be evaluated in detail.

8.7.2 Technical Evaluation

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.

b) A detailed assessment of each applicant will be made while evaluating the application.

c) Details of the applicants’ organizational structure, financial capability, annual turnover for the last two years, experience in the relevant field, available resources and references will be assessed as follows: (Citizen Suppliers only)

Item No.	Evaluation Criteria	Max Score	Score Awarded	Remarks
1	1 Company Profile: a) Provide company profile showing names of Directors, management team and general structure of the company. b) Certification by regulatory/affiliation bodies (attach copy) c) State number of Permanent and Temporary employees d) Any quality standards certifications?	10 5 5 5		
2	2 Experience: a) Number of years in the business (maximum score for five years and above). b) List (and provide evidence) of 3 major current references with their contacts over the last two years. State product/service provided and value of goods/service.	10 15		
3	3 Physical Facilities: a) Provide evidence of availability of office premises (copy of title deed, lease/tenancy agreement or utility bill);	10		
4	4 Financial Capacity: a) Provide audited accounts for the last 2 years or 6 months bank statements; b) Demonstrate access to credit facilities;	10 10		
5	5 Provide qualifications and experience of 3 key personnel	15		

	(attach CVs)			
6	6 State Regions where you have presence outside of Nairobi	15		
	TOTAL SCORE	100		

NB Pass mark is 70% and above.

8.8 Information relating to preliminary evaluations of all the applications and also those who qualify for pre-qualification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of prequalification results is made to all applicants.

8.9 Once the list of those who succeeded to be prequalified has been approved and ratified by the Tender Committee, the Hotel shall notify in writing all those applicants who have been pre-qualified.

9 Confidentiality

9.1 Information relating to evaluation of tenders and recommendations concerning pre-qualification shall not be disclosed to the tenderers until the pre-qualified firms have been advised accordingly.

11 SECTION II: STANDARD FORMS

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 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 1 – General:

Business Name

Location of business premises.....

Plot No.....Street/Road.....

Postal Address

Tel No.Email

Nature of Business.....

Registration Certificate No.....

Maximum value of business which you can handle at any one time – Kes.
.....

Name of your bankers

Branch

Part 2 (a) – Sole Proprietor(s)

Your name in full Age
Nationality Country of origin
Citizenship details.....

Part 2 (b) Partnership

Given details of partners as follows:

Name Nationality Citizenship Details Shares

- 1.....
- 2.....
- 3.....
- 4.....

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company.

Nominal Kes.

Issued Kes.

Give details of all directors as follows

Name Nationality Citizenship Details Shares

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

* If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization, or registration.

12 TENDER SUBMISSION FORM

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

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in the case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. Those pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the prequalification evaluation.

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

f. We understand you are not bound to accept either in part or whole any tender you receive.

Applicant's Name.....

Date:.....

Represented by.....

Signature.....

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