

**RESPONSE TO PREQUALIFICATION QUERIES**

No.	Question	Responses
1.	There are some templates that we are downloading to fill for Past experience, Litigation History, and Partnership details, how should they be submitted since they are in excel? Should they be a separate attachment from the submission document or?	Submission of documents are done through the email <a href="mailto:prequalification@fsdafrica.org">prequalification@fsdafrica.org</a> . These also include the templates you are downloading alongside other requisite documents.
2.	Is the supply of insurance services restricted to Insurance Companies( Underwriters) Only or are Insurance Brokers also allowed to submit?	The prequalification is open to both brokers and underwriters. Please note that the submission of requisite documents is done through our email <a href="mailto:prequalification@fsdafrica.org">prequalification@fsdafrica.org</a>
3.	As updated on the website it shows that the last date of submission is 31st July 2020 but according to the advert it shows that 20th July 2020. Please clarify the last date of submission for tender.	The deadline for submission is 31 July 2020. The dates have now been updated on all documents
4.	On the questionnaire, it seeks business permit no and expiry date yet law firms are exempt from such.	Kindly submit the practicing license for the law firm
5.	The tax Advisory Services (FSDA/PQ/23/2020) is not listed under the items to be supplied (question 9) in the online form.	The online form is now updated and includes Tax Advisory Services
6.	What should a firm that wishes to be prequalified for more than one service, e.g audit and tax do since they are two different categories?	If the firm qualifies for both, it is acceptable to apply in both categories
7.	Apart from the questionnaire 1-37 that are to be filled online, are there any other pre-qualification documents that need to be downloaded online. This link that has been provided only has tender documents	There are two links, one for instructions and the other for the online application forms. You don't have to download the instructions unless you really want to. Anywhere you are required to download a template there is an instruction for that
8.	Will the COMPREHENSIVE prequalification document together with the company, profile be shared on the email <a href="mailto:prequalification@fsdafrica.org">prequalification@fsdafrica.org</a> ? is this the online platform link that is being referred to?	Yes - Please send your attachments to <a href="mailto:prequalification@fsdafrica.org">prequalification@fsdafrica.org</a>
9.	I need assistance on the link for checking the qualification criteria; it's giving me an error that the page I've requested does not exist	We have checked he link and it is active. Kindly try again. Please note that submissions of documents shall be through <a href="mailto:prequalification@fsdafrica.org">prequalification@fsdafrica.org</a> and the application is online through the link that was provided
10	Am kindly requesting you to send me the full prequalification document	Kindly note that all applications are made through our online platform, and

		<p>documents submitted through <a href="mailto:prequalification@fsdafrica.org">prequalification@fsdafrica.org</a></p> <p>Please visit our website for more guidance  <a href="https://www.fsdafrica.org/jobs-opportunities/fsda-pq-2020-2025/">https://www.fsdafrica.org/jobs-opportunities/fsda-pq-2020-2025/</a></p>
11	Kindly advise if it is possible to pre-qualify for more than one category?	Yes, it is allowed to make submissions for more than one category, so long as you qualify and provide the requisite supporting documentation/details
12	The call for proposal “Prequalification and registration of suppliers and consultancies for the strategic period 2020-2025” on your website <a href="https://www.fsdafrica.org/jobs-opportunities/fsda-pq-2020-2025">https://www.fsdafrica.org/jobs-opportunities/fsda-pq-2020-2025</a> contains a link to the online application form which potential suppliers must fill in. However, the link does not work; here’s what I got:	<p>Thank you for your interest in this prequalification, and apologies for the error in accessing the online application. This has since been restored and it is now active</p> <p>Please note that submission of documents will be through this email address i.e. <a href="mailto:prequalification@fsdafrica.org">prequalification@fsdafrica.org</a></p>
13	I would like to be furnished with the prequalification documents for onward uploading onto your website for submission.	Kindly note that application are made online, and a link has been provided for this. Submission of documents will be through our email address <a href="mailto:prequalification@fsdafrica.org">prequalification@fsdafrica.org</a> . Please visit our website <a href="https://www.fsdafrica.org/jobs-opportunities/fsda-pq-2020-2025/">https://www.fsdafrica.org/jobs-opportunities/fsda-pq-2020-2025/</a> for guidance
14	We would appreciate a clarification on the question below regarding the prequalification of suppliers 2020-2025. Under the sworn statement section, what is the required information under the 'Represented by' tab?	If it is a company/firm trading making the application and trading in different name(s), the person representing the firm will indicate his/her name (where applicable). If it is a sole proprietor trading under the same name, then indicate that it is same as the applicant name.
15	Kindly note that pursuant to JR Case Number 53 of 2007, Republic v City Council of Nairobi & another Ex-parte Law Society of Kenya [2014] eKLR, we are not required to obtain trading licences. Kindly advise whether a Practising Certificate of the manging Partner will be sufficient.	Practising Certificate will suffice.
16	Regarding the litigation history, kindly advise whether the litigation history referrers to litigation matter that the firm has handled on behalf of our Clients or rather as we have presumed, those matters in which we have been sued as a firm on the basis of contracts we are party to.	Refers to those matters which you have been sued, or sued, as a firm on the basis of contracts you are party to.
17	Finally We note that we cannot reattach the forms once filled together with the supporting	Submit the documents to us through the email <a href="mailto:prequalification@fsdafrica.org">prequalification@fsdafrica.org</a> . (

	documents that are needed to complete the application. Kindly advise on how we are to submit the documents that you have requested of us	There is a link to a set of instructions, kindly read through)
18	Thank you so much for getting back to us. When is the deadline for submission exactly, because the donate son the tender document and on the website are different?	The deadline has been extended to 31 July 2020 at noontime (EAT
19	Will the COMPREHENSIVE prequalification document together with the company, profile be shared on the email prequalification@fsdafrica.org? is this the online platform link that is being referred to?	Yes, all documents to be sent to that email address. The online platform link is for filling the forms that will facilitate your eligibility to this prequalification.
20	Kindly share the prequalification registration form for our response	Please read the instructions provided. All applications are made online. Kindly access the online forms through the links provided
21	May I please ask you whether this opportunity is opened to international individual consultants (sole traders) located outside of Kenya?	It is open to all nationalities so long as they are eligible.
22	Would it be possible to have a rough estimate regarding the expected volume that needs to be translated, edited and proofread (number of words, if possible)	This is a pre-qualification exercise. The volume estimates for translation, editing and proofreading will be determined at the point of contracting.
23	Are you looking for a specific language combination?	Mostly French, English.
24	What is the anticipated start date?	We expect to finalise on this prequalification end of August 2020. Thereafter prequalified suppliers will be engaged through a competitive procurement process as and when need arises
25	We would like to enquire if the prequalification for Audit can be submitted jointly with our sister firm in Tanzania namely Nexia SJ Tanzania since Nexia SJ Kenya is a firm newly established in Kenya.	Yes, this is acceptable. Joint ventures, partnerships etc can apply for prequalification.