



## **FINANCIAL SECTOR DEEPENING AFRICA**

**PREQUALIFICATION AND REGISTRATION OF SUPPLIERS  
FOR SUPPLY/PROVISION OF GOODS, SERVICES AND  
CONSULTANCIES FOR THE STRATEGIC PERIOD 2020-  
2025**

**TENDER NUMBER: FSDAFRICA/PQ/2020**

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## SECTION 1

### 1.0 PREQUALIFICATION INSTRUCTIONS

#### 1.1 INTRODUCTION

FSD Africa hereinafter referred as "Procuring Entity" intends to pre-qualify firms for the provision of goods, services, works and consultancy.

FSD Africa is a specialist development agency working to reduce poverty by strengthening financial markets across sub-Saharan Africa. Based in Nairobi, FSD Africa's team of financial sector experts work alongside governments, business leaders, regulators and policy makers to design and build ambitious programmes that make financial markets work better for everyone. Established in 2012, FSD Africa is incorporated as a non-profit company limited by guarantee in Kenya. It is funded by UK aid from the UK government.

Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in the instructions to firms

#### 1.2 PRE-QUALIFICATION OBJECTIVE

The main objective of this part is to qualify firms to supply goods services and consultancy under relevant tenders/quotations and Proposals as and when required during the period ending March 2025. Interested suppliers are invited to apply for pre-qualification, indicating the category of goods, works, services or consultancy they wish to be registered in.

**Existing registered suppliers are required to re-apply.**

The Procuring Entity intends to prequalify candidates as follows:

NO.	REF. NO.	ITEMS OR SERVICES DESCRIPTIONS
<b>CATEGORY A - SUPPLY OF GOODS</b>		
1.	FSDA/PQ/01/2020	Supply and delivery of General & Printed office stationery, General office equipment and related items.
2.	FSDA/PQ/02/2020	Supply and delivery of Office furniture, Fittings & furnishing
3.	FSDA/PQ/03/2020	Supply and delivery of Toners, Cartridges, General computer hardware, Software and accessories
4.	FSDA/PQ/04/2020	Supply, delivery, Installation and servicing of LAN, WAN, Internet bandwidth and VPN
5.	FSDA/PQ/05/2020	Supply and delivery of Structured Cabling, Networking equipment and tools
6.	FSDA/PQ/06/2020	Supply and Installation of Computer Software and Licenses
7.	FSDA/PQ/07/2020	Supply of ICT Hardware (Computers and Printers & Accessories)
8.	FSDA/PQ/29/2020	Supply of office plants, maintenance and supply of fresh flowers
9.	FSDA/PQ/30/2020	Supply of kitchen office supplies
<b>CATEGORY B- PROVISION OF SERVICES</b>		
10.	FSDA/PQ/08/2020	Design, Artwork and Printing of promotional, communication and advertising materials
11.	FSDA/PQ/09/2020	Occupational Safety & Health Advisory services and Fire advisory services
12.	FSDA/PQ/10/2020	Insurance Services (Life Policies and non-Life Policies)
13.	FSDA/PQ/11/2020	Vehicle hire and Taxi Services
14.	FSDA/PQ/12/2020	Office Cleaning, Sanitation and Fumigation Services
15.	FSDA/PQ/13/2020	Photography and Videography & Documentary services (Sub-Sahara Africa)
16.	FSDA/PQ/14/2020	Provision of catering services (Lunch and Snacks)

NO.	REF. NO.	ITEMS OR SERVICES DESCRIPTIONS
17.	FSDA/PQ/15/2020	Travel and ticketing services
18.	FSDA/PQ/16/2020	Advertising Services (Media Houses, Online Advertising agencies, global publications)
19.	FSDA/PQ/17/2020	Event organization (Sub-Sahara Africa)
20.	FSDA/PQ/18/2020	Designing, Editing and Typesetting Documents eg Annual Reports
21.	FSDA/PQ/19/2020	Translation and Development of Abridged Documents
22.	FSDA/PQ/20/2020	Binding & Document archiving services
23.	FSDA/PQ/21/2020	Auditing Services
24.	FSDA/PQ/22/2020	Legal Advisory Services (General, Employment, Commercial Contracts)
25.	FSDA/PQ/23/2020	Tax Advisory Services
26.	FSDA/PQ/25/2020	Accommodation, Meetings and Workshop Venues
27.	FSDA/PQ/26/2020	Switch board service & maintenance
28.	FSDA/PQ/27/2020	Asset tagging services
29.	FSDA/PQ/28/2020	Package & delivery services
<b>CATEGORY C- PROVISION OF WORKS</b>		
30.	FSDA/PQ/24/2019	Office Partitioning, Repairs, Painting, and re-carpeting

### 1.3 LANGUAGE

All the information requested for pre- qualification shall be provided in the English language.

### 1.4 INVITATION OF PRE-QUALIFICATION

Firms/Businesses registered under the Laws of the Land in respective services/consultancies are invited to submit their tender documents to FSD Africa so that they may be pre-qualified for submission of tenders/quotations. All mandatory information must be provided by any eligible and interested firm.

### 1.5 EXPERIENCE

Prospective firms must have carried out successful supply and delivery of similar items/services to institutions of similar size and complexity. Potential firms must demonstrate the willingness and commitment to meet the tender criteria.

### 1.6 ELIGIBLE FIRMS

The procuring entity's employees and their relative (spouse and children) are not eligible to participate in the pre-qualification process.

### 1.7 SAFEGUARDING, CORRUPTION AND TERRORISM

Eligible and interested firms acknowledges that:

- FSD Africa has a zero-tolerance attitude towards acts or omissions, whether actual or alleged, that could be construed as sexual harassment or bullying, or the failure to prevent sexual harassment or bullying, by or of the Tenderer's Personnel, FSD Africa staff members or consultants, or beneficiaries whom the services are intended to benefit.
- Given, offered, accepted or agreed to give, offer, or accept any gift or consideration or other advantage of any kind as an inducement or reward for: (i) doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of any tender (including,

without limitation, this tender), the grant of any right or license or the exercise of any function or activity; and/or (ii) showing favour or forbearing to show favour or disfavour of any nature to any person or entity in relation to any tender, contract, right, license or to the exercise of any function or activity, where to do so would amount to a bribe or inducement under Kenyan or English law.

- Have not provided support of any kind in violation of applicable law to a person or entity that the tender knows or has reason to know advocates terrorism or engages in terrorist activity.

## **1.8 PRE-QUALIFICATION DOCUMENT**

A complete set of pre-qualification documents may be accessed and downloaded by interested parties from our online platform [link](#)

These includes questionnaire forms and documents required of prospective firms. All eligible and interest must provide required information in the online forms from questions 1-37 as applicable.

## **1.9 SUBMISSION AND DEADLINE OF PRE-QUALIFICATION DOCUMENTS**

Completed online application documents will be automatically received through email ([prequalification@fsdafrica.org](mailto:prequalification@fsdafrica.org)), once the applicant has responded to all required questions and uploaded the requisite documents. The deadline for submission is 31 July 2020 at 12.00 noon (EAT). All late applications will be rejected accordingly.

**All eligible and interested firms will be required to submit a COMPREHENSIVE pre-qualification document with company profile detailing ALL the requested, through the online platform link provided**

### **1.10 PRE-QUALIFICATION FEE**

Interested individuals/firms shall not be required to pay any fees for the prequalification.

### **1.11 QUESTIONS ARISING FROM PRE-QUALIFICATION DOCUMENTS**

Questions and clarification that may arise from the Pre-qualification documents should be sent to the email address [prequalification@fsdafrica.org](mailto:prequalification@fsdafrica.org) on or before 12:00 noon 15 July 2020

FSD Africa will respond within three days of receipt of the questions and upload onto the FSD Africa website.

### **1.12 ADDITIONAL INFORMATION**

FSD Africa reserves the right to request the submission of additional information from prospective firms.

### **1.13 INVITATION TO TENDER/QUOTATION**

Bidding documents (Tender/Quotation) will be made available only to those bidders whose qualifications are accepted by FSD Africa after the completion of the pre-qualification process.

## **1.14 NOTIFICATION OF SUCCESS AND UNSUCCESSFUL FIRMS**

Only pre-qualified firms will be notified in writing. Any firm that does not hear from FSD Africa should consider themselves unsuccessful.

## **SECTION 2**

### **2.0 PRE-QUALIFICATION GUIDELINES/REGULATIONS AND CRITERIA**

#### **2.1 PRE-QUALIFICATION DATA FORM**

The online prequalification questions 1 - 37 are to be completed by prospective suppliers/ firms who wish to be pre-qualified for the specified tender category.

#### **2.2 INCOMPLETE APPLICATION**

The application forms which are not filled and duly submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English language.

#### **2.3 THE PRE-QUALIFICATION DATA**

It is understood and agreed that the pre-qualification data on the prospective firms is to be used by FSD Africa in determining, according to its sole judgment and discretion the qualifications of prospective firm to perform in respect to the tender lots as described by the client.

#### **2.4 QUALIFICATION REQUIREMENTS**

Prospective firms will not be considered qualified unless in the judgment of FSD Africa they possess capability, experience, qualified personnel, available and sustainable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

#### **2.5 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION**

##### **2.5.1 EXPERIENCE**

- (a) The prospective bidder shall have at least four years' experience in the supply of goods, services and allied items. Potential supplier/firm should show competence; willingness and capacity to service the contract
- (b) Prospective suppliers require special experience and capability to organize, supply and deliver items or services at short notice.

##### **2.5.2 FINANCIAL CAPABILITY**

Potential candidates shall be expected to give, a commitment letter indicating that one has the financial capacity to execute contract(s) once prequalified. The Capability Statement should be no more than 2 pages, that describes your company's financial and economic capability to perform in terms of provision of goods, services or works. It is a document that will show what your business is and what you can do for FSD Africa, and how your achievements, core competencies and accreditation's will create an impact to your business.

## **PAST PERFORMANCE**

Past performance will be given due consideration in qualifying firms. Letters of reference from past customers should be included where applicable

### **2.5.3 STATEMENT**

Application must include a sworn Statement by the tender applicant ensuring the accuracy for the information given.