



MOVING THE GOALPOSTS

EMPOWERING GIRLS THROUGH FOOTBALL | KILIFI, KENYA

PREQUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR 2021-2022

RECEIPT NO.

REFERENCE NO.....

CATEGORY

ITEM DESCRIPTION.....

Moving The Goalposts (MTG)
Classic Estate, MTG complex
Mnarani
P. O Box 605-80108, Kilifi-Kenya
Office mobile: +254 722 823834
E-mail: info@mtgk.org
Website: <https://mtgk.org>

CLOSING DATE AND TIME
6th November 2020 AT 5:00PM

.....

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SECTION A: PRE-QUALIFICATION NOTICE

PREQUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR FINANCIAL YEAR 2020-2021

Moving The Goalposts (MTG) is a sport for development organization established in the 2002 in Kilifi. The organization uses football to empower girls in the rural and urban areas of Coast region. MTG envisions a more inclusive, just and peaceful world where girls' and women' human rights are realized and protected. It uses a rights-based approach and focuses primarily on sexual and reproductive rights, health and choice. More than nine thousand girls (aged 9 – 25 years) participate in tournaments and ongoing leagues in Kilifi, Mombasa, Kwale and Tana River counties. MTG leagues are youth-led and managed and include girl advocates that promote health sexual choices, financial independence and female leadership. Girls are also encouraged to take up more leadership roles in their Communities.

To meet this objective Moving The Goalposts seeks to partner with competent suppliers and service providers and therefore, invites sealed applications from eligible candidates for purpose of pre-qualifying suppliers of goods and services for 2020-2022 under the following categories. **Suppliers who had submitted their documents for consideration as advertised in December 2019 need NOT to re-submit the same and will be considered in *the* assessment process.**

CATEGORIES OF GOODS AND SERVICES REQUIRED

| Category A-Supply of goods | |
|----------------------------|--|
| Reference No. | Items description |
| MTG/2021-2022/01 | Supply of office furniture and fittings |
| MTG/2021-2022/02 | Supply of photocopiers, scanners, desktops, printers, uninterruptible power supply (ups), cameras, phones, laptops, toners and accessories |
| MTG/2021-2022/03 | Supply of branded promotional materials: e.g. caps, t-shirts, umbrellas, flyers, posters, banners, signages and advertising materials |
| MTG/2021-2022/04 | Supply of airtime and/or scratch cards |
| MTG/2021-2022/05 | Supply of motor vehicle spare parts and accessories |
| MTG/2021-2022/06 | Supply of fuel and lubricants- (diesel and petrol) |
| MTG/2021-2022/07 | Supply of office stationery |
| MTG/2021-2022/08 | Supply of newspapers, journals, magazines and periodicals |
| MTG/2021-2022/09 | Supply of office supplies e.g. Detergents, toiletries, sugar, and cleaning materials, mops etc. |
| MTG/2021-2022/10 | Supply of books for resource center |
| MTG/2021-2022/11 | Supply of office drinking water, dispensing machines and maintenance |
| MTG/2021-2022/12 | Provision of operating systems, application and security software's. |

| | |
|---|--|
| MTG/2021-2022/13 | Supply, installation and maintenance of fire and security alarms equipment and security systems-CCTV |
| MTG/2021-2022/14 | Supply, installation and maintenance of firefighting equipment and materials |
| MTG/2021-2022/17 | Supply of building/hardware materials |
| MTG/2021-2022/18 | Supply of assorted electronics and electrical materials and spares |
| MTG/2021-2022/19 | Supply, Installation of PABX and other Telecommunication Services |
| MTG/2021-2022/20 | Provision of events equipment (tents, chairs and Public Address (PA) equipment) |
| MTG/2021-2022/21 | Supply of sports equipment and supplies e.g. Balls, Jerseys, T-Shirts, Shoes, Cons, Bibs, etc. |
| Category B-Provision of services | |
| MTG/2021-2022/22 | Provision of printing and publishing services |
| MTG/2021-2022/23 | Provision of Maintenance and Repair of ICT Hardware Equipment and Other Office Equipment E.g. Computers, Servers, Network equipment, Printers, Scanners, LCD Projectors, UPS, Telephones and Telecommunication Equipment & Related Accessories |
| MTG/2021-2022/24 | Provision of fumigation and pest control services |
| MTG/2021-2022/25 | Provision of sanitary and cleaning services |
| MTG/2021-2022/26 | Provision of travel, air ticketing & related services (ticketing local & international, safaris & tours) - IATA registered firms |
| MTG/2021-2022/27 | Provision of car hire and taxi services |
| MTG/2021-2022/28-1 | Provision of meals and outside catering services in Bamba area. |
| MTG/2021-2022/28-2 | Provision of meals and outside catering services in Vitengeni area. |
| MTG/2021-2022/28-3 | Provision of meals and outside catering services in Ganze area |
| MTG/2021-2022/28-4 | Provision of meals and outside catering services in Kwale area |
| MTG/2021-2022/28-5 | Provision of meals and outside catering services in Tana River area |
| MTG/2021-2022/28-6 | Provision of meals and outside catering services in Kaloleni area |
| MTG/2021-2022/28-7 | Provision of meals and outside catering services in Bamburi area |
| MTG/2021-2022/29 | Provision of courier and mail delivery services |
| MTG/2021-2022/30 | Provision of generator sets repairs and maintenance services |
| MTG/2021-2022/31-1 | Provision of hotel accommodation services (<i>Premises that do not sell alcoholic beverages are encouraged to apply</i>)-Tana River Area |
| MTG/2021-2022/31-2 | Provision of hotel accommodation services (<i>Premises that do not sell alcoholic beverages are encouraged to apply</i>)-Kilifi Area |
| MTG/2021-2022/31-3 | Provision of hotel accommodation services (<i>Premises that do not sell alcoholic beverages are encouraged to apply</i>)-Kwale Area |
| MTG/2021-2022/31-4 | Provision of hotel accommodation services (<i>Premises that do not sell alcoholic beverages are encouraged to apply</i>)-Mombasa Area |
| MTG/2021-2022/32 | Provision of legal services |
| MTG/2021-2022/33 | Provision of garbage collection services |
| MTG/2021-2022/37 | Servicing, repair and maintenance of vehicles |
| MTG/2021-2022/38 | Provision of filing and archiving services |
| MTG/2021-2022/40 | Provision of Disaster recovery and Colocation Services |

DETAILS FOR SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

Interested parties may acquire the pre-qualification documents from MTG's offices on the address below or may access them on our website: <https://mtgk.org/tenders>

The pre-qualification documents must be enclosed in a plain sealed envelope marked "Pre-Qualification of Suppliers for 2020-2022", indicating clearly the appropriate reference number(s) and category name (s) being applied for, and placed in the tender box latest **Friday, 6th November 2020 by 5:00 pm** at;

Moving The Goal Posts,
Mnarani Classic Estate, MTG complex,
off Mombasa-Malindi Road,
P. O Box 605-80108,
Kilifi.
Office mobile: +254 722 823834

In case of any clarifications please contact us on the above mobile number or email us at info@mtgk.org.

SECTION B: PRE-QUALIFICATION INSTRUCTIONS

1. INTRODUCTION

- 1.1. Moving The Goalposts (MTG) would like to invite interested suppliers who must qualify by meeting the set criteria as provided by MTG to perform the contract of supply and delivery or provision of goods and services.
- 1.2. The pre-qualification objective is to supply and deliver goods and services under the relevant tenders/quotations to MTG on and as when required during the stated period.
- 1.3. Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to NGOs/Corporations/Institutions/Government of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
- 1.4. This invitation of application for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.

- 1.5. MTG will pre-qualify and enlist prospective bidders for the supply of goods and services from among those who will have submitted their pre-qualification documents, in accordance with the tender requirements to undertake the assignments described herein.
- 1.6. **This is a re-advertisement and all suppliers who had applied for various categories in the previous invite in December 2019 need not to re-apply afresh as the documents will be assessed together with new applications by the tendering committee unless there is a significant change in events for the business that would encourage re-application.**
- 1.7. Bidders are invited to submit pre-qualification documents for the supply of goods and services in the categories as listed above.
- 1.8. 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.
- 1.9. MTG does not bind itself to assign supply of goods and services but shall endeavor to ensure tenders for specific goods and services will be treated equitably.
- 1.10. All applicants will be informed in writing of the results of the application.
- 1.11. Tenderers will meet all costs associated with preparation and submission of their applications. MTG will charge a non-refundable fee of **Kshs 3,000** for each item applied. The amount shall be paid in cash at the MTG offices and the receipt shall be issued by the receiving officer.
- 1.12. Failure to submit any of the required documents will lead to automatic disqualification from the exercise.
- 1.13. MTG reserves the right to request the submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 1.14. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.

2. GENERAL TERMS AND CONDITIONS

2.1. Restrictions

Any bidder who attempts to influence the outcome of the selection process by discrediting competing applications, or by threatening any member sitting on the selection panel, or transfers gifts, payments or other benefits to evaluation panel, will be automatically disqualified from consideration.

If information provided by the bidder to support an application, especially regarding past performance and references is falsified, such application will be disqualified from consideration.

Any organization in which Moving The Goalposts or any of their employees involved have ownership, directorship or vested interests, shall **not** be allowed to propose, submit pre-qualification documents or participate in any way.

Organisations or individuals may be excluded from the evaluation if they:

- a) Are bankrupt, or are being wound up, or whose affairs are being administered by court, or who have entered into an arrangement with creditors, or who have suspended business activities or who are subject to an injunction against running business by a court of law;
- b) Are the subject of proceedings for a declaration of bankruptcy, of an order for compulsory winding up or administration by court, of an arrangement with creditors, or of any other similar proceedings;
- c) Have been convicted of an offence concerning their professional conduct by a court of law, or found guilty of grave professional misconduct; and
- d) Have not fulfilled obligations relating to payments of taxes or statutory contributions.

2.2. Conflict of interest

Conflicts of interest are described as:

- 1 Any event(s) or relationships influencing the capacity of a candidate, bidder or contractor to give an objective and impartial professional opinion, or preventing him, at any moment, from giving priority to the interests of MTG; and
- 2 Receipt or granting of any consideration relating to possible contracts in the future or conflict with other commitments, (either past or present) of a candidate, bidder, contractor, or any conflict with their own interests.

These restrictions also apply to subcontractors and employees of the candidate, bidder or contractor.

2.3. Ethics

It is a requirement that both MTG and prospective suppliers of goods and services observe the highest standards of ethics during the procurement and execution of contracts.

In pursuance of this policy, MTG requires that all bidders concerned take measures to ensure that no transfer of gifts, payments or other benefits to MTG officials and/or procurement/management staff with decision making responsibility or influence, occur. In this regard, MTG will require all bidders to sign, as part of the Pre- Qualification documents, an Integrity Pact (attached as appendix 2). **Non-delivery of the Bidders Declaration and Integrity Pact duly filled and signed by**

Chief Executive or Representative of the tendering party will result in exclusion of their pre-qualification documents from the evaluation process.

MTG reserves the right to suspend or cancel a tender/quotation if corrupt practices of any kind are discovered at any stage of the award process.

Any attempt by a bidder to obtain confidential information, enter unlawful agreements with competitors or influence the committee of MTG during the process of examining, clarifying, evaluating and comparing qualification documents will lead to the rejection of his candidacy.

When putting forward the pre-qualification documents, the candidate shall declare that he is not affected by any potential conflict of interest and has no link with other bidders or parties involved in the project. Should such a situation arise after pre-qualification or during performance of the contract, the bidder must immediately inform MTG.

3. PREPARATION OF PRE-QUALIFICATION DOCUMENTS

- a) 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.
- b) Tenderers are required to meet the qualification criteria stipulated. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.
- c) The pre-qualification documents shall not include any financial proposal information.

4. SUBMISSION AND RECEIPT OF TENDER PRE-QUALIFICATION DOCUMENTS

- a) **ALL** pages of the Pre-Qualification Document must be stamped using the official stamp of the organization and submitted together with other requested documents.
- b) The Pre- Qualification documents **MUST** be prepared and submitted in a plain sealed envelope marked:
 - i. PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES,
MTG/2021/2022
 - ii. REFERENCE No:
 - iii. CATEGORY:
 - iv. ITEM DESCRIPTION:
- c) The closing time for submission of pre-qualification documents shall be **Friday, 6th November 2020 at 5:00 Pm**. Any Tender received after the deadline shall be rejected as a late tender and shall not be considered.

5. TENDER EVALUATIONS

- a. MTG will examine the pre-qualification documents to determine completeness, general orderliness and sufficiency in responsiveness.
- b. Tenderers shall not contact MTG on the matters relating to their pre-qualification documents from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Tenderer to influence MTG in the evaluation shall result in the cancellation of their tender.
- c. Pre-qualification will be based on meeting the evaluation criteria.
- d. The applicants should have registered offices and MTG 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/services.
- e. Tenderers who qualify as per the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required.

6. EVALUATION CRITERIA

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

- a. Preliminary Evaluation Phase
- b. Detailed Evaluation Phase

a) Preliminary Evaluation Phase

- i. All pre-qualification documents **MUST** be prepared and submitted in a plain sealed envelope (**Ref to 4 above**). The submitted applications shall be sorted in their respective categories before opening.
- ii. Duly completed confidential pre-qualification Business Questionnaire
- iii. All bidders are required to sign and submit the integrity pact
- iv. A list shall be compiled for those Tenderers who pass the preliminary phase to be evaluated in detail.

b) Detailed Evaluation Phase

The evaluation team shall undertake a thorough and objective analysis of the information given by the tenderer on the pre-qualification questionnaire & Tender submission checklist (SECTION C & APPENDIX 3). The tenderer is required to attach copies of requested documents where necessary.

7. NOTIFICATION OF PRE –QUALIFICATION

Once the list of those who succeeded to be pre-qualified has been approved and ratified by the authorized officers of the organization, MTG will notify in writing of the names of those applicants who have been pre-qualified and also those who failed to be pre-qualified.

**SECTION C: CONFIDENTIAL BUSINESS QUESTIONNAIRE
(TO BE COMPLETED BY THE SUPPLIER)**

- a. Business /Company Name.....

- b. Location of the business premises
Town.....
Physical Address.....
Street/Road.....
Name of the building.....
Floor.....Room No.....

- c. Postal address.....Town.....post code.....

- d. Telephone number(s).....

- e. Email Address.....

- f. Nature of Main Business.....

- g. Number of years in business.....

- h. Registration details (Attach certified copies)
 - Certificate of registration/incorporation No.....
 - Trade license No.....
 - VAT registration No.....
 - PIN Certificate No.....

- Valid Tax compliance certificate.....
- i. Maximum value of business handled by your business in a year..... (Attach Audited accounts for year 2017 or 2018)
- j. Bank details
- Bank name.....
 - Account name.....
 - Account number.....
 - Branch.....
 - Bank Branch Code.....
- k. Provide at least three referees from your current clients and their detailed contacts

| | Organization | Contact person | Position | Telephone |
|---|--------------|----------------|----------|-----------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

- l. Tick the appropriate credit period you can offer
- 90 days
 - 60 days
 - 30 days
- m. Proof of having undertaken similar assignments in categories you are applying for at least three organizations in the last one year (attach LPO, or Contract that best illustrates your performance also attach recommendation letter from the respective client)

| | Organization | Amount |
|----|--------------|--------|
| 1. | | |
| 2. | | |
| 3. | | |

n. State the volume of business you can handle at any one time.....

Nature of business (fill in where necessary)

Sole proprietor

Your name in full.....

Age.....

Nationality.....

Partnership

Give details of partners as follow

| Names in full | Nationality | shares |
|---------------|-------------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |

Registered company

Private or public (state which is applicable).....

Give details of the directors as follow

| Names in full | Nationality | Shares |
|---------------|-------------|--------|
| | | |
| | | |
| | | |

APPENDIX 1 - DECLARATION FORM

We/I the undersigned, in the capacity of for [name of the company/firm/individual] certify that the bidder is not in any of the following situations:

- 1 Bankruptcy; are the subject of proceedings for a declaration of bankruptcy, or of an order for compulsory winding up or administration by court, or of any other similar proceedings;
- 2 Payments to us have been suspended in accordance with the judgement of a court other than a judgement declaring bankruptcy and resulting, in accordance with our national laws, in the total or partial loss of the right to administer and dispose off our property;
- 3 Legal proceedings have been instituted against us involving an order suspending payments and which may result, in accordance with our national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of our property;
- 4 Are being wound up, or our affairs are being administered by court, or have entered into an arrangement with creditors, or have suspended business activities or are subject to an injunction against running business by a court of law;
- 5 Have been convicted by a final judgement of any crime or offence concerning our/my professional conduct;
- 6 Are guilty of serious misrepresentation with regard to information required for participation in an invitation to tender or execution of a tender already awarded; and

- 7 Are in breach of contract on another contract with the Government of Kenya or other local or international contracting authority or foreign government.
- 8 Have been convicted of an offence concerning our/my professional conduct by a court of law, or found guilty of grave professional misconduct;
- 9 Have not fulfilled obligations relating to payments of taxes or statutory contributions.

If the bidder is in any of the above listed situations, kindly attach documents giving details of the situation.

Names in full:

Duly authorized to sign this bid on behalf of (bidder’s name):

Designation:

Signature:

Date:

Stamp or Seal of the firm/company:

APPENDIX 2 - INTEGRITY PACT

Bidder’s Oath to fulfill the Integrity Pact

Accepting that transparent business management and fair public administration are key to social development and national competitiveness, and in an effort to purge corruption and apply sanctions to corrupt businesses, and in full support of the worthy goals of this Integrity Pact, concerning the present pre- qualification for: _____(*category bided for*), all personnel of _____(*name of organization*) and its sub-contractors and agents hereby agree that:

1. We shall not conduct any unethical business practices, such as bid-rigging for the sake of a particular bidder to win the bid, or price-fixing. If proven as a fact that we have engaged bid-rigging for the sake of a particular bidder to win the bid, we shall accept to be prohibited from submitting bids placed by MTG for a period of two (2) years. If proven that we have discussed with other bidders in a bid to fix a price, or rigged a bid for a particular MTG r bidder to win the bid, we shall accept the prohibition from submitting bids placed by MTG for a period of two (2) years. If any unethical behavior is tantamount to a fraudulent practice, we accept that such a case may be handed over to the authorities for investigation and possible prosecution.
2. In the process of supplier pre-qualification we shall not offer any bribe, gifts, entertainment or any other undue benefits directly or indirectly to related officials, and in case it is proved that we have violated any terms of this Integrity Pact in relation with the pre-qualification

documents, or concluding, or offered bribes for favours to be pre-qualified, we shall accept the prohibition from submitting a bid placed by MTG for a period of two (2) years. If proven as a fact that we have offered bribes to MTG or related officials for favours regarding a bid or contract to a bidder or a winning bidder, or for the purpose of faulty execution of the objectives of a contract, we shall accept the prohibition from submitting bids placed by MTG for a period of one (1) year. If proven that we have offered bribes to MTG or related officials in relation to bidding, or concluding or execution of a contract, we shall accept the prohibition from submitting bids placed by MTG for a period of one (1) year.

3. In case it is proven that we have offered bribes to a related official or an MTG official regarding a pre-qualification process, tendering, or concluding or execution of a contract, we shall accept the cancellation of the contract, and shall not file any civil, administrative or criminal appeals.
4. We shall make our best effort to institute a Company Code of Conduct that prohibits bribery, bid rigging/fixing or any other corrupt practices in business relations with officials and MTG and a company regulation that prohibits any retaliatory acts toward anyone reporting inside corruption.
5. In addition, I confirm on behalf of the bidder that the details included in the Pre-qualification document are correct to the best of my knowledge and belief. In addition, we authorize, MTG to seek information from any source to confirm our compliance with the requirements of this Integrity Pact.
- 6 The bidder authorizes MTG, to seek information from any source, including publication of the name of the bidder to confirm that the bidder is compliant with the requirements of this Integrity Pact.

We shall fulfil this Integrity Pact as a solemn oath made on the basis of mutual trust, and, if and when we are pre-qualified and invited to bid, we shall sign and fulfil the above as a “Special Condition of Contract,” and not file any civil, administrative or criminal appeals regarding any of the above terms.

Names in full:

Duly authorized to sign this bid on behalf of (bidder’s name):

Designation:

Signature:

Date:

Stamp or Seal of the firm/company:

APPENDIX 3 - TENDER SUBMISSION CHECKLIST

This order and arrangement shall be considered as the Tender Format. Tenderers shall tick against each item indicating that they have provided it.

| No | Item | Tick Where Provided |
|-----|--|---------------------|
| 1. | Certified copy of Company or Firm's Registration Certificate | |
| 2. | Certified copy of a Valid Tax Compliance Certificate, VAT and PIN Certificates | |
| 3. | Dully completed and signed Confidential Business Questionnaire | |
| 4. | Declaration Form duly completed and signed | |
| 5. | Integrity Pact Form duly completed and signed | |
| 6. | Updated Company profile showing past experiences in the category being applied for | |
| 7. | Copy of current business permits/licenses/certificates from relevant authorities where applicable | |
| 8. | A fixed business premises (Attach certified copy of a valid lease or rental agreement or ownership title) | |
| 9. | Past experience- Provide orders in form of Contract/LPO from 3 clients that best illustrate your performance in terms of value. | |
| 10. | Certified copies of Audited accounts of the company for the last two financial years (Certified by a registered Certified Public Accountant) | |
| 11. | Copy of MTG receipt for the purchase of the prequalification documents | |