



SAFE WATER & AIDS PROJECT

P.O.BOX 3323 -40100 KISUMU. TEL: 020-2030712 / 0714 761268 / 0733 039901

Off Aga Khan Road Behind Royal Garden Hotel, Milimani estate, Website: www.swapkenya.org

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES: 2019/2020

(VARIOUS CATEGORIES)

SWAP Kenya -Tender Notice

SEPTEMBER 2019.

SUBJECT: PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES: 2019/2020

INTRODUCTION

SWAP is an NGO, with a mission to provide innovative solutions for improved health and economic status of communities. SWAP started its activities in 2005 and is operating in Western Kenya with its headquarters in Kisumu. SWAP is seeking quotations from reputable vendors for the listed goods and services as per category below.

SWAP ETHICS POLICY

As a core value to help achieve our mission, the organization embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. A specific condition of this notice is for the applicant/bidder to provide correct information to the organization in an honest and legal manner without any fraud or corruption, including kickbacks, bribes, undisclosed family or close personal relationships between the applicant and any organization employee. Any applicant who engages in any such prohibited practice will be non-compliant with the terms of this notice and subject to disqualification. If you experience or suspect unethical behavior by an organization employee, please contact the organization's Country Director on alex@swapkenya.org

NOTICE REF	CATEGORY 1:SERVICES
SWAP/001	Provision of Computer maintenance, repair and supply (Kisumu)
SWAP/002	Provision of hotel accommodation and conference facilities (Kisumu, Migori, & Bungoma)
SWAP/003	Provision of security guard and alarm services (Kisumu)
SWAP/004	Provision of motor vehicle repairs and maintenance services(Kisumu)
SWAP/005	Provision of fleet management and tracking services
SWAP/006	Provision of motorcycle repair services
SWAP/007	Provision of printing services (IEC Materials)
SWAP/008	Provision of transport/vehicle hire services
SWAP/009	Provision of motor vehicle insurance services
SWAP/010	Provision of medical, all risk insurance services
SWAP/011	Provision of air travel agency services (ticketing for both international and local travel)Kisumu
SWAP/012	Provision of vehicle fuel (Kisumu)
SWAP/013	Provision of repair and maintenance of office furniture, fittings, fixtures, plumbing works
SWAP/014	.Provision of Courier Services
	CATEGORY 2:GOODS SUPPLY
SWAP/015	Supply of Assorted General Office Stationery(Kisumu)

SWAP/016	Supply of Water and sanitation products
SWAP /017	Supply of water quality laboratory tools and equipment
SWAP /018	Supply of diagnostic laboratory tools and equipment
SWAP /019	Provision of customs clearance and forwarding agent

N/B: SWAP is not bound to accept any tender or give reasons for rejection or acceptance.

SUPPLIER PRE- QUALIFICATION QUESTIONNAIRE

Section A (Please read this information carefully before filling out the application form)

- a) The following questionnaire must be fully completed in all aspects
- b) The information given by the applicant shall be treated in strict confidence
- c) This form is eligible for one specialty of good and service
- d) The organization reserves the right to visit and inspect the premises of the applicant hence information given in this questionnaire and later found to be incorrect should render the applicant ineligible.
- e) The decision to accept or reject any applicant and deregister an existing supplier shall be at the sole discretion of SWAP Kenya. The organization will not enter into any communication on the decision taken on accepting or rejecting any application.
- f) The submission fee for every good and service is **KES 2,000 (two thousand)**.

Section B

Part I General Information

Vendor details:

Vendor Name

Vendor's Locations of business, postal code and physical address

Vendor telephone and email (include name and position of contact person):

Nature of business

Vendor Bank Name and Address;

Bank Account Number

Bank code (USD only)

Branch name and address

Swift Code: _____

PIN No..... VAT.....

(Attach Copy)

Vendor Trade License No..... Expiry date.....

Certificate of incorporation and/or certificate of registration (attach a copy)

.....

Do you accept credit terms as a mode of payment?.....

Part ii) Ownership

Please tick as appropriate)

Partnership.....

Sole proprietorship.....

Registered company.....

Other (specify).....

Section C

Goods and services dealt in

These must be in order of specialization- main line business first and capability, capacity etc. to supply. State whether your company is a manufacturer, distributor, agent or a direct importer. Please tick as appropriate.

i.	Goods & Services	Importer	Manufacturer	Distributor	Agent
1.
2.
3.
4.
5.

ii. Number of years in business.....

Section D

Maximum value of business which you can handle at any time Kshs.....

Have you ever supplied SWAP before? Yes No

If yes, when and what?.....

Have you ever had an order cancelled by SWAP Kenya? Yes No

If yes when and why.....

.....

Name three customers you are currently supplying with goods/ services

Name of customer	Address	Telephone number	Contact person
1.....
2.....
3.....

Section E: Payment terms

The vendor’s attention is drawn to the fact that SWAP does not make advance payment but pays after satisfactory completion of works and within a period of thirty (30) days from the date the invoice is received at our offices.

If your company is interested in supplying a quotation, please take into account the following SWAP operational requirements when submitting your quotation:

1. SWAP will enter into an agreement with the successful vendor (s) for an agreed period of time for the supply of goods or services or as the case maybe. The agreement can be cancelled by either party upon written notice, with or without justification.
2. The official commitment from SWAP for the supply of goods or services will be through an original SWAP local purchase order (LPO) signed by an authorized signatory. Upon receipt of an authorized LPO, the vendor will deliver the goods or services as specified in the LPO. If the vendor is unable to deliver, SWAP requires immediate notification of the proposed delivery note.
3. SWAP holds proper ethical conduct in the highest regard. If it is discovered that corrupt or unethical practices have been undertaken by the vendor- or attempted, the vendor will be disqualified from any

further work with SWAP. Note that the organization periodically shares this type of information with other partners.

4. SWAP will not provide support of any kind to a person or entity that is known to advocate terrorism or engages in terrorist activities. SWAP will comply with all applicable laws and regulations that address terrorism and terrorist activity.

If you are interested in the supply of the listed goods and services above, please present your tender document to our Kisumu offices in a sealed business envelope with a clearly marked category and code as shown above and in the attachment provided on the outside of the envelope on or before **10th October, 2019** at SWAP Kisumu office off Aga Khan Road, behind Royal Garden Hotel in Milimani estate. Following the bid opening the successful vendor will be contacted.

Sincerely,

MARY OCHOLA

PROCUREMENT OFFICER

SWAP KENYA

SWAP					
PRICE LIST CATALOGUE					
No	ITEM/DESCRIPTION	QTY	UNIT COST	PRICE(KSH) INCL16% VAT	TOTAL COST
1					
2					
3					
4					
5					

SWAP						
PRICE LIST CATALOGUE						
No	ITEM/DESCRIPTION	Bed breakfast	half board	Full board	PRICE(KSH)	INCL16% VAT
1						
2						
3						
4						
5						

Code 003: Provision of security guard and alarm services in Kisumu office

SWAP					
PRICE LIST CATALOGUE					
No	ITEM/DESCRIPTION	QTY	UNIT COST	PRICE(KSH) INCL16% VAT	TOTAL COST
1					
2					
3					
4					
5					

SWAP					
PRICE LIST CATALOGUE					
No	ITEM/DESCRIPTION	QTY	UNIT COST	PRICE(KSH) INCL16% VAT	TOTAL COST
1					
2					
3					
4					
5					

SWAP			
PRICE LIST CATALOGUE			
No	ITEM/ DESCRIPTION	UNIT COST(per day)	PRICE(KSH) INCL16% VAT minus drivers fees
1			
2			
3			
4			
5			

SWAP					
PRICE LIST CATALOGUE					
No	ITEM/DESCRIPTION	QTY	UNIT COST	PRICE(KSH) INCL16% VAT	TOTAL COST
1					
2					
3					
4					
5					

Code 011: Provision of travel agency services (ticketing for both local and international) Kisumu

SWAP					
PRICE LIST CATALOGUE					
No	ITEM/DESCRIPTION	QTY	UNIT COST	PRICE(KSH) INCL16% VAT	TOTAL COST
1					
2					
3					
4					
5					

SWAP					
PRICE LIST CATALOGUE					
No	ITEM/DESCRIPTION	QTY	UNIT COST	PRICE(KSH) INCL16% VAT	TOTAL COST
1					
2					
3					
4					
5					

SWAP					
PRICE LIST CATALOGUE					
No	ITEM/DESCRIPTION	QTY	UNIT COST	PRICE(KSH) INCL16% VAT	TOTAL COST
1					
2					
3					
4					
5					

CATEGORY 2: GOODS SUPPLY

Code 015: Supply of Assorted General Office Stationery (Kisumu)

SWAP					
PRICE LIST CATALOGUE					
No	ITEM/DESCRIPTION	QTY	UNIT COST	PRICE(KSH) INCL16% VAT	TOTAL COST
1					
2					
3					
4					
5					

Code 018: Supply of water and sanitation products

SWAP					
PRICE LIST CATALOGUE					
No	ITEM/DESCRIPTION	QTY	UNIT COST	PRICE(KSH) INCL16% VAT	TOTAL COST
1	Metal Stands 2ft for 60 liter bucket				
2	Metal stands 1ft, 9 inches for 20 liter bucket				
3					
4					
5					

Code 018: Supply of diagnostic laboratory tools and equipment

SWAP					
PRICE LIST CATALOGUE					
No	ITEM/DESCRIPTION	QTY	UNIT COST	PRICE(KSH) INCL16% VAT	TOTAL COST
1					
2					
3					
4					
5					

1. Please fill in the attached price list
2. Any additional; price list or catalogue can be attached
3. Copies should be with company letter heads
4. Show clearly any statutory taxes charge