



---

## SUPPLIER PRE-QUALIFICATION 2019

---

SAMEER AFRICA PLC  
ENTERPRISE/MOMBASA ROAD JUNCTION  
P.O. BOX 30429 – 00100  
NAIROBI

**The information in this pre-qualification questionnaire is strictly confidential and is solely for the use of Sameer Africa PLC**

**RE: PRE-QUALIFICATION OF SUPPLIERS**

Sameer Africa PLC under its flagship Brand Yana is a leading importer and distributor of motor vehicle tyres, tubes and flaps within East Africa and COMESA region. The company invites applications for pre-qualification from interested eligible vendors (including current suppliers) for supply of goods, works and services to the organization as detailed below.

**CATEGORY A: SUPPLY OF GOODS**

CATEGORY NO	ITEM DESCRIPTION
G/001/2019	Supply of General Printing and Stationery
G/002/2019	Supply of Office Equipment, Office Furniture and Fittings.
G/003/2019	Supply of Staff Protective Clothing and Equipment.
G/004/2019	Supply and Maintenance of Electrical Appliances e.g. Air-Conditioning Equipment, Fridges
G/005/2019	Supply of Petroleum Products e.g. Petrol, Diesel, LPG
G/006/2019	Supply of Vending Machines
G/007/2019	Supply of Promotional and Advertising Materials
G/008/2019	Supply of Computers, Laptops, Ups, Printers and Computer Accessories
G/009/2019	Supply of Dispensers and Bottled Water
G/010/2019	Supply and Provision of Events Management Services
G/011/2019	Supply and Maintenance of Tyre Centre Equipment and related consumables

**CATEGORY B: PROVISION OF SERVICES AND WORKS**

S/012/2019	Provision of Clearing and Forwarding Services for Exports and Imports
S/013/2019	Provision of Transport Services for Goods
S/014/2019	Provision of Cleaning and Sanitation Services
S/015/2019	Provision of Fumigation and Pest Control Services
S/016/2019	Provision of Security Guards, Alarm and CCTV Services
S/017/2019	Provision of Courier Services
S/018/2019	Provision of Repair and Maintenance Services of Office Equipment and Computers.
S/019/2019	Provision of General Contractors Services (Building, Electrical, Civil, Materials Etc.)
S/020/2019	Provision of Market Research Services
S/021/2019	Provision of Forklift, Cranes and Motor Vehicle Services and Repairs
S/022/2019	Provision of General Waste Collection and Disposal
S/023/2019	Provision of Manpower Recruitment and Training Services
S/024/2019	Provision of Air Travel, Hotel and Accommodation Services
S/025/2019	Provision of Debt collection and Legal Services
S/026/2019	Provision of Occupational Health, Safety and Fire Appliances/Fire Hydrants and Training Services
S/027/2019	Provision of Consultancy Services e.g. Architectural, Quantity Surveyor, Asset Valuation and Engineering

The completed pre-qualification documents and copy of fee payment receipt should be enclosed in a plain sealed envelope marked **“SUPPLIER PRE-QUALIFICATION”** and addressed to:

**The Managing Director,  
Sameer Africa PLC,  
P.O. Box 30429 – 00100.  
Nairobi**

The marked envelop should be deposited in the tender box at the Reception of Sameer Africa PLC Offices a long Mombasa/ Enterprise road Junction on or before **12.00 noon** on Friday, the **11<sup>th</sup> January 2019**.

A non-refundable fee of Ksh 3,000 (three thousand shillings only) payable to Sameer Africa PLC with each form returned should be made to **Sameer Africa PLC, A/C No 0104024003300 Standard Chartered Bank, Kenyatta Avenue Branch.**

This pre-qualification does not amount to any contractual obligation on the part of Sameer Africa, and Sameer Africa is not obliged to invite any tenders or quotations from any or all participants that have responded to this invitation.

Sameer Africa reserves the right to verify the information provided herein without reverting to the applicant.

### **GENERAL INSTRUCTIONS**

Please read the instructions carefully before completing the questionnaire. Submission of false information will lead to automatic disqualification.

1. Responses to the pre-qualification questionnaire must be in accordance with the requirements for information in the document.
2. Applicants should indicate clearly the goods, services or works they would want to be considered for short listing, in line with the schedule provided.
3. Answers to the questionnaire should be clear and concise and should be relevant to the goods, service or works applied for.
4. The application for prequalification should be submitted in sealed envelopes properly labeled with the item category, the category number and the item description as applied for.
5. In selection of suppliers, Sameer Africa will short list only those firms that are able to demonstrate their competence to supply the listed products or services.
6. The completed document should be signed and stamped by the authorized representative of the organization and submitted with relevant valid supporting documents such as licenses, references, certificates, and any other information that the applicant finds relevant. It is a condition that participants must have complied with all statutory requirements in regard to registration for VAT and remission of required taxes.
7. The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English, bound, paginated and in ink.
8. All purchase shall be on credit of a minimum of **ninety (90) days** or as may be stipulated in the Contract Agreement.

**PRE-QUALIFICATION QUESTIONNAIRE**

**SECTION A – COMPANY PROFILE**

1. Registered Name of Business:  
.....
2. Trading Name if different from 1 above.....
3. LR No/Plot No.....
4. Street/Road.....
5. Postal Address: .....
6. Tel: ..... Fax: .....
7. Contact Person: .....
- Position: .....
- Tel: ..... Mobile: .....Email.....
8. Date and place of business registration:.....(Attach certificate of incorporation)
9. PIN No.....VAT No.....(attach Tax Compliance Certificate)
10. Length of time in business under present business name: .....
11. Certified copy of audited accounts for the last two years
12. Type of business registration:
  - i. Sole proprietorship
  - ii. Partnership
  - iii. Limited Liability
13. If a Partnership or Limited Liability, give details of partners or directors as follows:

	Name	Nationality	Citizenship	% of Shares
1				
2				
3				

- 14. State your main business activity for which you wish to be considered as a supplier to Sameer Africa PLC  
.....
- 15. Give any other information about your company which you consider relevant to your application.
- 16. Bankers

	Name of Bank	Branch
1		
2		
3		
4		

**SECTION B - ELIGIBILITY**

- 17. Have you or your business been the subject of legal proceedings for insolvency, bankruptcy, receivership, or your business activities suspended for related reasons?  
If yes please present documentary evidence that you have been cleared and that your business is now solvent.
- 18. Have you fulfilled your obligation to pay taxes and social security contributions? .....
- 19. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offering any inducement to any procurement entity in order to be considered for tender award? Yes/No.....

**SECTION C - CAPACITY TO DELIVER GOODS/SERVICES**

- 20. What product categories/service do you wish to be considered to supply.....
- 21. How many employees do you have?  
Permanent.....Temporary.....

- 22. State if your company has any quality standard certification such as ISO 9000, ISO 14001.....If yes the provide copy certificate(s).
- 23. Provide details of your key personnel (on a separate sheet of paper) and attach their CVs.
- 24. State if you are a manufacturer/wholesaler/retailer/other.....
- 25. If you are an authorised dealer please attach manufacturer’s authorization for the items you wish to supply.
- 26. What is the maximum amount of business you can handle at any one given time? KSh.....
- 27. Main corporate clients during the last two years.

	Name of Organisation	Value of Business (KSh/Year)	Contact person	Telephone No.
1				
2				
3				
4				

**SECTION D – PAST AND CURRENT PERFORMANCE**

- 28. Is your company in any way associated with any other firm that is currently conducting business with or has applied to be considered for pre-qualification or any other tender in Sameer Africa PLC? If yes, please provide on a separate sheet of paper company name, address, nature of business, and the relationship with your company.
- 29. Have you at any one time been requested to quote for the supply of goods or services and failed to respond without giving reasons for your action?  
.....

30. Have you at any one time been issued with a purchase order by Sameer Africa PLC to deliver goods or services and failed to do so without giving reasons for your action? .....

31. Have you at any one time been issued with a letter cancelling a purchase order for failure to supply goods or services within the agreed time or for supplying inferior goods or services not to specification?

**DECLARATION**

I /we have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any false information filled herein can be used as grounds for disqualification or termination of the pre-qualification process.

Submitted by: .....

Title: .....

Signature .....

Date .....

Official stamp

# Supplier financial details update data sheet

SAL/2018/PRE-QUALIFICATION

20/12/2018

REVISION 02

Name of supplier  Vendor code

## Address information

Street / road  Postal box  Postal code   
Town / city   
Country

## Communication details

Telephone  Tel. extension   
Mobile  Email

## Tax information

P.I.N  VAT reg.

## Payment data & mode

Payment terms  Payment mode   
Payment currency

## Bank details

Account name  Account No.   
Bank name  Bank code   
Branch name  Branch no.   
SWIFT  IBAN

Signature & stamp \_\_\_\_\_



