



Servicing New Frontiers

**PREQUALIFICATION TENDERS FOR
REGISTRATION OF SUPPLIERS FOR GOODS,
WORKS AND SERVICES**

2017-2018

Table of Contents

- 1.0 PREQUALIFICATION INSTRUCTION.....3
- 1.1 Invitation for pre-qualification.....3
- 2.0 PREQUALIFICATION DATA INSTRUCTIONS.....7
- 2.1 Pre-qualification data forms.....7
- 2.2 Qualification.....7
- 2.3 Essential criteria for pre-qualification.....7
- 2.4 Financial Condition.....7
- 2.5 Past Performance.....8
- 2.6 Submission of Prequalification documents.....8
- 3.0 FORMS.....9
- 3.1 FORM PQ-1: REGISTRATION DOCUMENTATION.....9
- 3.2 FORM PQ-2: PREQUALIFICATION DATA.....10
- 3.3 FORM PQ-3-PAST EXPERIENCE.....11
 - 3.3.1 Client 1.....11
 - 3.3.2 Client 2.....11
 - 3.3.3 Client 3.....12
- 3.4 FORM PQ-4-FINACIAL STATEMENT.....12
- 3.5 FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONARE.....13
 - Part Two 2 (a)-Partnership.....13
 - Part 2 (b) Registered Company.....14
- 3.6 FORM PQ-6: LITIGATION HISTORY.....14

1.0 PREQUALIFICATION INSTRUCTION

1.1 Invitation for pre-qualification

- a) Hass Petroleum (K) Ltd invites sealed applications from competent firms for pre-qualification for supply of goods, services and works for the period 2017 to 2018. Interested eligible suppliers are invited to apply for prequalification, indicating the category of goods, works or services they wish to supply.
- b) Prospective bidders shall download the tender documents from Hass Petroleum website www.hassspetroleum.com
- c) Applications for pre-qualification must be submitted in plain sealed envelopes clearly labelled.

"CATEGORY & REFERENCE NUMBER..... PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES Hass Petroleum (K) Ltd

AND must be deposited in the Tender Box provided on the 5th Floor of Hass Plaza, Lower Hill Road, Nairobi on or before **28th April 2017 at 16.30 Hrs** (clearly labelled as above) addressed to:

**Procurement Manager,
Hass Petroleum (K) Ltd
Hass Plaza, Lower Hill Road
P.O. Box 76337-00508, Nairobi,
Kenya.**

- d) Late submissions will not be accepted. Hass Petroleum reserves the right to accept or reject any application.
- e) For each category Hass will prepare a list of pre-qualified suppliers not exceeding 15 suppliers per category or as will be decided by Hass. In preparing the list of bidders will be ranked as per score marks as per evaluation criteria.
- f) The result of prequalification will be uploaded on the Hass Petroleum Group website www.hasspetroleum.com. A notice will be placed in print media informing bidders on

completion of the exercise as necessary. No letters of notification of individual bidders will be posted. Successful bidders will be required to send their acceptance letters in the format to be provided.

- g) Current Hass suppliers and service providers should re-apply as required in this paper.
- h) For each category a separate application for prequalification should be made. Applicants who use same application for different categories will be automatically disqualified. A category name and number should be indicated on the cover paper of the bidders' submission as shown in the cover's page in this tender document.
- i) All applications must be clearly marked as follows:

“TENDER NO HASS/2017/001-REFERENCE NO PREQUALIFICATIONS OF SUPPLIERS FOR 2017 TO 2018”

- j) Pre-qualification categories

CATEGORY REF	CATEGORY DESCRIPTION
	SUPPLY OF GOODS
HPK/01/17	Printed Stationery, Rubber Stamps, calendar's, diaries, Business cards and general branded stationery items
HPK/02/17	Non-Printed Stationery- General office supplies
HPK/03/17	Branded Promotional Materials (Brochures, Banners, Mail Bags, Branded T-Shirts, Branding of motor vehicles ETC)
HPK/04/17	Installation & Maintenance of Signage & Branding
HPK/05/17	Furniture, Fittings and Furnishings
HPK/06/17	Toners & Computer Consumables
HPK/07/17	Drinking Water & Water Dispensers
HPK/08/17	Supply & Maintenance of Access Control Systems
HPK/09/17	Supply and Maintenance of Firefighting Equipment & Suppression Systems, PPE's and first aid kits
HPK/10/17	Supply & Maintenance of Generators/ air receivers
HPK/11/17	Supply and Maintenance of Power Back Up Systems UPS, Inverters and Power Stabilizers
HPK/12/17	Supply and Maintenance of Telephone/Telecommunication Equipment (Routers, Faxes Etc)
HPK/13/17	Tamperproof Security Seals
HPK/14/17	LPG Accessories- Burners, pipes, Grills

HPK/15/17	Computers Laptops UPSs and Scanners
HPK/16/17	Fuel Dispensers and Spare Parts
HPK/17/17	Supply motor vehicle services parts- (air, oil, fuel) filters, plugs, tyres, patches, tubes
	WORKS
HPK/18/17	Building Construction and Maintenance Works- Fuel Stations, Go-downs
HPK/19/17	Fabrication of Station canopies, Price boards
HPK/20/17	Major Drainage & Plumbing Works
HPK/21/17	Structured Cabling Works
HPK/22/17	Major Electrical Installation Works including Repairs & Maintenance
HPK/23/17	Minor Construction Works, Repairs & Partitioning
HPK/24/17	Provision of Air Conditioning & Mechanical Ventilation System including Maintenance
HPK/25/17	Provision of Minor Repair Works i.e. Furniture, Electrical and Minor Construction Works
HPK/26/17	Provision of Calibration of fuel Storage Tanks and Bulk Meters
HPK/27/17	Mechanical and Electrical maintenance of fuel stations (fuel piping, Fuel equipment installation, wiring and cabling)
	PROVISION OF SERVICES
HPK/28/17	Consultancy Services in Building & Construction (Quantity Surveyor)
HPK/29/17	Office Cleaning & Sanitary Services
HPK/30/17	Air Travel Agency Services (IATA Registered)
HPK/31/17	Land Valuation Services,
HPK/32/17	Car Hire Services including Taxis, Buses & Mini buses
HPK/33/17	Courier Services including Local (Same Day and Overnight) and/or International
HPK/34/17	Security Guard Services
HPK/35/17	Cash-in-Transit Services
HPK/36/17	Services for Intruder Alarm & CCTV System and maintenance
HPK/37/17	Garage for Repair and Maintenance of Motor Vehicles
HPK/38/17	Fumigation and Pest Control Services
HPK/39/17	Networks Maintenance
HPK/40/17	I.T Consultancy Services
HPK/41/17	Hardware Equipment Maintenance-IT
HPK/42/17	Strategy Services / Consultancy Services including Recruitment Services
HPK/43/17	Event Management Services
HPK/44/17	Car Tracking Services
HPK/45/17	Audit- Environmental, Energy, fire and Occupational health and Safety
HPK/46/17	Hotel Accommodation Services
HPK/47/17	Digital Marketing Services, Advertising Services
HPK/48/17	Cleaning and maintenance of interceptors
HPK/49/17	Provision of Software Solutions i.e Software Licenses,

Prequalification documents can be downloaded from the company website www.hasspetroleum.com upon payment of non-refundable fee of two thousands shillings (kshs.2, 000) per category applied. Payment should be deposited to Barclays Bank of Kenya, Account name **HASS PETROLEUM (K) LTD**, Account no. **0775001739** Barclays Plaza branch. Deposit slip must be attached to the dully completed prequalification document.

Current Hass suppliers must re-apply for prequalification.

Completed prequalification documents in plain sealed envelope clearly indicating prequalification number and category being applied for should be deposited in the tender box at our Headquarter office- Hass Plaza, Lower Hill Road, and 5th Floor by **28th April, 2017 addressed to**

**Procurement Manager,
Hass Petroleum
P.O. Box 76337-0508
NAIROBI,**

Also for any queries kindly email purchase@hasspetroleum.com

2 PREQUALIFICATION DATA INSTRUCTIONS

2.0 Pre-qualification data forms

- a) The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5 and PQ-6 are to be completed by prospective suppliers/contractors who wish to be registered as suppliers in the specified categories as necessary.
- b) Prequalification application forms must be duly fully; incomplete application will lead to automatic disqualification.

2.1 Qualification

- a) It is understood and agreed that the prequalification data on the prospective bidders to be used **by HASS PETROLEUM (K) LTD** in determining, according to sole judgment and discretion the qualification of prospective bidder to perform to the items/service required in the respective category.
- b) Prospective bidders will not be considered qualified unless according to the judgment by Hass Petroleum. Bidders should have the capability, experience, qualified personnel available and suitability of net current asset or working capital sufficient to satisfactory execute the contract of goods, service or works required.

2.2 Essential criteria for pre-qualification.

- a) Experience: prospective bidder shall have experience in the supply of goods or service and allied items. Potential supplier should show competence, willingness and capacity to service the contract.
- b) Prospective supplier should possess all statutory documents e.g. registration certificate, VAT/PIN registration, Valid tax certificate

2.3 Financial Condition

The suppliers financial condition will be determined by the latest certified bank statement submitted with prequalification document as well as letter of reference from their bankers regarding the supplier's credit position.

2.4 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter from past customers should be included in form PQ-3 and documented evidence of contracts executed where applicable.

2.5 Submission of Prequalification documents.

Cover page indicating name of bidder, category no. and description.

PQ-1 registration documentation

PQ-2 registration data form duly filled

PQ-3 form (experience) dully filled with necessary evidence.

PQ-4 form (Financial statement). Copies of financial statements (Audited).

PQ-5 Confidential business questionnaire form dully filled

PQ-6 Litigation history

Any other requirement as applicable in the respective categories and application criteria e.g. Current IATA certificate, Certificate from National construction certificate

3.0 FORMS

FORM PQ-1: REGISTRATION DOCUMENTATION

The preliminary registration of statutory documents which shall be provided by all bidders,

- i. Copy of certificate of registration or incorporation
- ii. Copy of valid tax compliance certificate from KRA. The validity will be verified using KRA checker.
- iii. Copy of PIN certificate/VAT registration certificate.
- iv. Physical Address
- v. Provide telephone number and email
- vi. Certificate from affiliate bodies/association where applicable
- vii. Proof of experience from at least three clients (attach letter of recommendation for each reference given).

NB: Failure to submit any of the above MANDATORY requirement will lead to automatic disqualification.

3.1 FORM PQ-2: PREQUALIFICATION DATA

Contractor identification

1. Legal name of firm.
2. Postal Address.....CODE.....CITY.....COUNTY.....
Land Line Telephone Number. (s)
Person to Contact.....
Cell phone Number.....
Designation of the contact person
3. Organization business information.
List of Directors.....
Partnership (if applicable)
Name of Partners
4. Business founded or incorporated.....
Under present Management since
5. Bank reference and address

Enclose copy of organization chart of the firm indicating the main fields of activities.

FORM PQ-3-PAST EXPERIENCE

Name of the applicant's other clients dealt within the past (Bidders must attach a letter of recommendation from each reference given)

3.3.1 Client 1

- i. Name of client (organization)
.....
- ii. AddressTelephoneNo.....
- iii. Value of contract.....
- iv. Contact Person
- v. Signature
- vi. Office stamp of the organization

3.3.2 Client 2

- i. Name of client (organization)
- ii. AddressTelephone No:
- iii. Value of contract.....
- iv. Contact Person
- v. Signature
- vi. Office stamp of the organization

3.3.3 Client 3

- i. Name of client (organization)
- ii. AddressTelephone No:
- iii. Value of contract.....
- iv. Contact Person
- v. Signature
- vi. Office stamp of the organization
- vii. Others

NB: Provide letter of recommendation from at least three (3) of your major clients listed Current suppliers of Hass Petroleum K Ltd need not to provide letter of recommendation from Hass Petroleum, but can attach copies of Hass LPOs. However, they should provide letters of recommendation for the other references.

The items supplied on the letter of recommendation should be similar to the category applied for prequalification.

3.4 FORM PQ-4-FINACIAL STATEMENT

Attach a copy firm's bank statement for at least past five months

3.5 FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONARE

You are requested to give the particulars indicated in part 1 and either 2(a), 2 (b) or 2(c) whichever applies in your type of business. You are advised it's a serious offence to give false information this form.

Part 1

- i. Business Name:
- ii. Location of Business.....
- iii. Premises.....
- iv. Plot No:street/Road.....
- v. Postal Address.....Tel No.....
- vi. Nature of Business.....
- vii. Current Trade License No.....Expiring Date.....
- viii. Maximum Value of business which you handle at any one time KE.....
- ix. Name of your bankers.....Branch.....

Part Two 2 (a)-Partnership

- 1. Name.....
- Nationality.....
- Citizenship Details.....
- Shares.....

2. Name.....

Nationality.....

Citizenship Details.....

Shares.....

Part 2 (b) Registered Company

Public or Private.....

State the nominal and share capital issued.....

Nominal Kshs.....

Share capital.....

FORM PQ-6: LITIGATION HISTORY

Contractors should provide information on any history of litigation or arbitration resulting from contact executed in the last five years or currently under execution.

Year	Award for or Against	Name of client Cause of litigation or matter of dispute	Disputed amount (KES)