



GUIDELINES FOR PRE-QUALIFICATION OF SUPPLIERS

TENDER NO. PACIS/PQ/2024-2025

**PACIS INSURANCE COMPANY LTD
P. O. BOX 1870-00200 NAIROBI
info@paciskenya.com**

Visit PACIS Website: www.pacisinsurance.com for more tender notices and other information.

SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

THIS PREQUALIFICATION QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SUPPLIERS WHO WISH TO PROVIDE GOODS OR SERVICES TO PACIS INSURANCE COMPANY. THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF PACIS

Company Name _____

Postal Address _____

Tel/Fax _____

E-mail _____

Contact Person _____

All applicants must indicate the details below:

Category Ref: _____

Item code: _____

Item Description _____

SUBJECT: PRE-QUALIFICATION OF SUPPLIERS

- 1. Pacis insurance Company invites you to submit sealed applications for Prequalification of suppliers for the financial year 2023-2025**
- 2. To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following documents: -**
 - Full legal name and address of the firm (company profile).
 - Certificate of Registration/incorporation.
 - Valid Tax compliance certificates from relevant revenue authority (for the previous year).
 - PIN (Tax identification Number) Certificate.
 - Corporate Tax registration documents.
 - Current operational licenses/permits.
 - CR 12 document.
 - Full names of the legal representatives of the firm (Managing Directors).
 - Contact name, email address, and telephone number to facilitate communication between Pacis Insurance Limited and prospective vendor.
 - Audited Accounts for the last 3 years accompanied by a certificate by a certified auditor.
 - Letter of confirmation from the bank.
 - At least 3 Referral letters.
- 3. The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms required are properly completed and submitted to the;**

Pacis insurance Company Ltd
P. O. BOX1870-00200
Nairobi.

and should be sent to procurement@paciskenya.com not later than 5.00 pm on Monday, 3rd November 2023.
- 4. This set of guidelines for pre-qualification is obtainable upon payment of a non-refundable fee of Ksh.2,500 (Two thousand , Five Hundred shillings only) for each category. Bidders can remit the non-refundable fee of **Kshs. 2,500** through our Safaricom PayBill No: 504700 and use the category REFERENCE NO: e.g., PACIS/PQ/31/2023-2025 as the Account Number.**
- 5. This pre-qualification does not amount to any contractual obligation on the part of PACIS, and PACIS is not obliged to invite any tenders or quotations from any or all**

candidates that have expressed their interest by responding to this invitation.

- 6.** Pacis insurance Company has the right to invite Open Tenders for goods, works or services in any of the categories as and when required in line with the company's own guidelines.
- 7.** PACIS reserves the right to authenticate information provided herein without reverting to the participant.
- 8.** Pacis insurance Company reserves the right to accept or reject any tender without assigning any reasons for the decision.

GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that 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. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
4. In selection of suppliers, PACIS will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works.

Registered service providers, contractors, manufactures, as well as retailers and dealers are encouraged to apply within the lines of their registered business.

5. The document should be signed by the authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant may wish to be considered.
6. It is a condition that participants **must** have complied with all statutory requirements regarding registration for VAT and remission of the required Taxes.

OFFICIAL RECEIPT NO. (MANDATORY PER CATEGORY) _____

GENERAL AND COMPANY INFORMATION

Part 1: COMPANY PARTICULARS/DETAILS

Business Name: _____

Names of Directors and their nationality:

Names of partners/shareholders	Nationality/Citizenship	Percentage of shares
1.		
2.		
3.		
4.		
5.		

Nature of business licensed to operate: _____

Location of business premises: _____

Plot No: _____ Street/Road _____

Postal address: _____ Tel.No _____

E-mail address _____

Website _____

Company registration certificate No. _____ (attach copy)

Current trade-license No. _____ Expiring Date _____ (attach copy)

Tax compliance certificate _____ (attach copy)

VAT No. _____ (Attach copy)

Name of Bank _____ Branch _____ Account no _____ (Attach reference letter)

Please list and attach (where necessary) Licenses from the relevant regulatory bodies _____ (Attach copies)

Contact Person: Name _____

Title _____

Contact Email Address:

Tel.No. _____

Insurers: _____ (Attach reference from insurance company)

(A) ELIGIBILITY

9. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership, or your business activities suspended for related reasons?

_____ If yes, when _____ (if yes, you must present legal documentary evidence that you are cleared, and your business is now solvent)

10. Have you fulfilled your obligations to pay taxes and social security contributions for the last three years? _____

11. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes_ _____

_____ No. _____

12. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity-initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever? _____

(B) CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

13. What products/services do you want to be considered to supply?

(Indicate relevant category and product code)

14. How many employees do you have? _____

How many are permanent? _____ How many are temporary? _____

15. Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)
16. Provide details of your key personnel and attach their CV'S (Use a separate sheet of paper)
17. What is the country of origin for goods or services? _____
18. What maximum payment/credit period would you be willing to give Pacis Insurance Ltd?
 30 days _____ 45 days _____ 60 days _____ 90 days _____
19. Insurers _____
 (Attach reference from insurance company)
20. What products/services to do you want to be considered to supply?

 (Indicate relevant category and product code)
21. How many employees do you have? _____
 How many are permanent? _____ How many are temporary? _____
22. Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)
23. Provide details of your key personnel and attach their CV'S (Use a separate sheet of paper)
24. What is the country of origin for goods or services? _____
25. Are you a manufacturer/wholesaler/retailer/other (please specify)

26. If a manufacturer or service organization, are your products certified by Kenya Bureau of standards or are you affiliated to a recognized accrediting body?
 Yes/No? _____
 (Attach documentary evidence of certification)
27. If you are not a manufacturer, are you an authorized dealer? Yes ___ No _____
 (attach manufacturers authorization)
28. Who are your 5 major corporate clients for the past 2yrs. State:

- a) Client's name
- b) Product service provided.
- c) Value of goods works or service.
- d) Value of business per Month
- e) Contact person and Contact person TEL.

Note. (Attach on a separate sheet)

29. What is your average response time to a request for quotation/RFP

30. What is your average response time to delivery of goods /services after issuance of LPO?

31. What is the maximum value of business, which you can handle at any one time? Ksh. _____

32. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by Pacis Insurance Company? Yes _____ No _____

(C) PAST AND CURRENT PERFORMANCE AND EXPERIENCE

a. Are you in any way associated with any other firm that is currently conducting business with or have applied to be considered for prequalification or any other tender in Pacis Insurance Company? _____

If yes, please provide the name(s) of those firm(s), their address, their nature of business and indicate the relationship with the company making this application. (Attach details)

b. Is this firm and its directors in any way associated with any other firm that is currently conducting business with or have applied to be considered for prequalification or any other tender in Pacis Insurance Company? _____

If yes, please provide the name(s) of those firm(s), their address, their nature of business and indicate the relationship with the company making this application. (Attach details)

c. Is the firm making this application currently or in previous periods been contracted to supply goods or services to Pacis Insurance Company?

Yes _____ No _____

If yes indicate hereunder the financial year, the goods or services that you supplied and their value;

Financial year	Goods or service supplied	Total Value
_____	_____	_____

(Attach details)

- d. Have you at any one time been requested to quote for supply of goods and services and failed to return the quotation without assigning reason for your action? _____ (if yes attach details)
- e. Have you at any one time been issued with a purchase order by PACIS and failed to deliver the goods or services without assigning any reason for your action? _____ (if yes attach details)

If you are a current or previous period supplier of goods and services to PACIS, have you at any one time been issued with a letter of cancellation of LPO for failure to supply goods within the agreed time or supplying inferior goods not within specifications? (if yes attach details)

33. What is your average response time to RFQ/RFP

34. What is your average response time to delivery of goods /services after issuance of LPO?

35. What is the maximum value of business, which you can handle at any one time? Ksh. _____

36. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by Pacis Insurance Company? Yes _____ No _____

37. What is your average response time to a request for quotation/RFP

38. What is your average response time to delivery of goods /services after issuance of LPO?

39. What is the maximum value of business, which you can handle at any one time? Ksh. _____
40. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by Pacis Insurance Company? Yes _____ No _____
41. If your firm is prequalified, will you be willing to partner with us on business reciprocity? Yes _____ No _____
42. Evidence of an active organizational social and environmental sustainability policy. (Attach policy/commitment). Yes _____ No _____
43. Evidence of Environmental or social welfare recognition/Certification.
Yes _____ No _____.

DECLARATION:

I have completed this form(s) accurately. I agree that all responses can be substantiated and verified, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

Information submitted by _____

Title _____

Signature _____ Stamp:



PREQUALIFICATION OF SUPPLIERS 2024-2025	
PROVISION OF GOODS	
PACIS/PQ/01/2024-2025	Supply, installation and support of ICT & Network equipment(Computers,Laptops,Printers, Routers, Switches and related accessories)
PACIS/PQ/02/2024-2025	Supply of Computer Accessories, Toners and Cartridges
PACIS/PQ/03/2024-2025	Supply of General Office Stationery
PACIS/PQ/04/2024-2025	Supply of Office Furniture, Furnishings and Fittings
PACIS/PQ/05/2024-2025	Supply of Branded tents, banners etc.
PACIS/PQ/06/2024-2025	Supply of Branded Marketing Merchandise (i.e.) Tshirts, Umbrellas, Caps etc
PACIS/PQ/07/2024-2025	Supply of Trophies and Plaques
PACIS/PQ/08/2024-2025	Supply of Sports Merchandise (Uniforms, balls etc)
PACIS/PQ/09/2024-2025	Supply of e-vouchers
PACIS/PQ/10/2024-2025	Supply and Maintenance of UPS and Inverters
PACIS/PQ/11/2024-2025	Supply and maintenance of firefighting equipment
PACIS/PQ/12/2024-2025	Supply of corporate gift items
PACIS/PQ/13/2024-2025	Supply of Motor Vehicle Spare Parts and Consumables
PROVISION OF SERVICES	
PACIS/PQ/14/2024-2025	Provision of Digital Media Agency Services
PACIS/PQ/15/2024-2025	Provision of Printing services i.e.) Brochures, Calendars, Letterheads, Policy Jackets,Forms etc
PACIS/PQ/16/2024-2025	Provision of professional and ordinary photography,videography and related services.
PACIS/PQ/17/2024-2025	Provision of External & Internal signages and Branding services
PACIS/PQ/18/2024-2025	Provision of Interior Decoration Services
PACIS/PQ/19/2024-2025	Provision of Creative Design and Advertising Services
PACIS/PQ/20/2024-2025	Provision of PR and Communication Agency services
PACIS/PQ/21/2024-2025	Provision of Bulk SMS services, USSD, Short code and mobile application services
PACIS/PQ/22/2024-2025	Provision of Internet Service Providers
PACIS/PQ/23/2024-2025	Provision of Fumigation & Pest Control Services
PACIS/PQ/24/2024-2025	Provision of Courier Services
PACIS/PQ/25/2024-2025	Provision of Motor Vehicle Valuation Services
PACIS/PQ/26/2024-2025	Provision of Network and Data Cabling Services (LAN / WAN), support and maintenance
PACIS/PQ/27/2024-2025	Provision of Risk Surveyor Services
PACIS/PQ/28/2024-2025	Provision of Medical Claims Investigation Services
PACIS/PQ/29/2024-2025	Provision of Legal Services
PACIS/PQ/30/2024-2025	Provision of Asset Tagging Solutions
PACIS/PQ/31/2024-2025	Provision of Hotel Accommodation & Conferencing Services in all the Counties
PACIS/PQ/32/2024-2025	Provision of Windscreen Fitting Services
PACIS/PQ/33/2024-2025	Provision of Loss Adjusting Services
PACIS/PQ/34/2024-2025	Provision of Garage Services
PACIS/PQ/35/2024-2025	Provision of Motor Assessment Services
PACIS/PQ/36/2024-2025	Provision of Claim Investigation Services
PACIS/PQ/37/2024-2025	Provision of Scrap Metal collection services
PACIS/PQ/38/2024-2025	Provision of Salvage Storage Services
PACIS/PQ/39/2024-2025	Provision of Staff Development and Training Services
PACIS/PQ/40/2024-2025	Provision of Security Services
PACIS/PQ/41/2024-2025	Provision of Archiving and Records Management Services
PACIS/PQ/42/2024-2025	Provision of Tracer/ Tracing Services
PACIS/PQ/43/2024-2025	Provision of Towing services
PACIS/PQ/44/2024-2025	Provision of Car Hire Services
PACIS/PQ/45/2024-2025	Provision of motor vehicle tracking services
PACIS/PQ/46/2024-2025	Provision of specialized medical services.(optician,dentistry, dialysis, etc.)
PACIS/PQ/47/2024-2025	Provision of insurance loss investigation services.
PACIS/PQ/48/2024-2025	Provision of HR consultancy services.
PACIS/PQ/49/2024-2025	Provision of team building facilitators.
PACIS/PQ/50/2024-2025	Provision of credit reference services.
PACIS/PQ/51/2024-2025	Provision of debt recovery services.
PACIS/PQ/53/2024-2025	Provision of event management services.
PACIS/PQ/55/2024-2025	Supply, installation and maintenance of air conditioning and refrigeration services.
PACIS/PQ/56/2024-2025	Supply, installation and maintenance of office window blinds and curtains.
PACIS/PQ/57/2024-2025	Provision of property and land valuation services.
PACIS/PQ/58/2024-2025	Provision of occupational safety and health advisory services(audits, assessment and trainings)
PACIS/PQ/59/2024-2025	Provision of first aid training, fire marshals training,fire audit, safety audit services.
PACIS/PQ/60/2024-2025	Provision of quantity surveyor (QS) services
PACIS/PQ/61/2024-2025	Provision of electrical engineering consulting services
REPAIRS AND MAINTENANCE SERVICES	
PACIS/PQ/62/2024-2025	Repair and Maintenance of ICT & Computer Equipment
PACIS/PQ/63/2024-2025	Repair of Office Furniture and Fittings
PROVISION OF WORKS	
PACIS/PQ/64/2024-2025	Provision of Electrical Works
PACIS/PQ/65/2024-2025	Provision of Plumbing Installation and Maintenance Services
PACIS/PQ/66/2024-2025	Provision of General Building Repairs
PACIS/PQ/67/2024-2025	Provision of Office Partitioning and Renovations

The prequalification will be completed online via our online eProcurement system. Interested firms may participate in the prequalification process by visiting <https://www.pacisinsurance.com> More information will be available on this link. Access to the prequalification will be granted upon payment of a non-refundable fee of KES. 2,500 per category. All payments will be made via our online payment platform during the bidding process.

The deadline for participation in the prequalification exercise is 03rd November 2023 by 05:00pm.

Where required, all requisite documentation must be scanned and uploaded onto the online portal. Paper/hardcopy applications will not be accepted.

Current suppliers and service providers are required to participate in order to be considered. All applicants who duly complete the online prequalification process will be notified on the outcome of their applications after completion of the vetting process. Pacis Insurance Company Limited reserves the right to accept or reject any or all applications to the prequalification either in whole or in part.